

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Ohio Department of Job and Family Services
Office of Unemployment Compensation
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Response to Notice of Overpayment (Claim # [Your Claim Number])

Dear Sir/Madam,

I am writing to formally address the notice I received regarding an overpayment of unemployment benefits associated with my claim number [Your Claim Number].

I understand that the notice states I was overpaid in the amount of [Amount Overpaid], and I would like to request a review of my case. I believe this overpayment determination may be due to [briefly explain your situation, e.g., misunderstanding of eligibility, job search requirements, etc.].

[If applicable, include any supporting documents or evidence that you have that may prove your case.]

I kindly ask you to reconsider the overpayment decision based on the information I have provided. If necessary, I am willing to discuss this matter further or provide any additional information needed to resolve this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]