

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

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

Subject: Follow-Up on Unemployment Benefits Claim - [Your Claim Number]

Dear Sir/Madam,

I am writing to follow up on my unemployment benefits claim submitted on [date of initial claim]. My claim number is [your claim number].

[Briefly explain the purpose of your follow-up, e.g., seeking an update on the status of your application, clarifying information requested, etc.]

I would appreciate any updates regarding my claim status. If any additional information or documentation is required from my side, please do not hesitate to reach out.

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

Sincerely,

[Your Name]