

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

Ohio Department of Job and Family Services  
Unemployment Insurance Division  
P.O. Box 182404  
Columbus, OH 43218-2404  
Subject: Unemployment Claim Application

Dear Sir/Madam,

I am writing to formally submit my application for unemployment benefits.  
Below are my details as required:

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]
- Last Employer: [Your Last Employer's Name]
- Employment Dates: [Start Date - End Date]

**\*\*Reason for Unemployment:\*\***

[Briefly explain the reason for your unemployment, e.g., layoff, reduction in hours, etc.]

**\*\*Additional Information:\*\***

- Phone Number: [Your Phone Number]
- Email: [Your Email Address]
- Preferred Method of Contact: [Phone/Email]

I have attached all required documents to support my application and I look forward to your prompt processing of my claim.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]