

[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: Unemployment Claim Submission

Dear Sir/Madam,

I am writing to formally submit my claim for unemployment benefits.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

I was employed at [Your Employer's Name] from [Start Date] to [End Date].

Unfortunately, I was laid off due to [Reason for Unemployment].

Enclosed are copies of my employment records and any supporting documentation. I kindly request that you process my claim at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]