

[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: Unemployment Claim Correspondence - [Your Claim Number]

Dear Sir/Madam,

I am writing to follow up on my unemployment claim filed on [Date of Claim] with the claim number [Your Claim Number]. I would like to request an update on the status of my application and inquire about any additional information or documentation that may be required to process my claim.

Furthermore, I wish to clarify the reason for my unemployment, which is [Brief Explanation]. I have attached [List of Attached Documents, if any] for your reference.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]