

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Ohio Department of Job and Family Services]
[Office Address]
[City, State, Zip Code]

Subject: Unemployment Claim Documentation

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to submit documentation related to my unemployment claim, filed on [insert date of claim]. My claim number is [insert claim number].

Enclosed, please find the following documents:

1. [Document Type (e.g., Pay Stubs, Termination Letter)]
2. [Document Type (e.g., W-2 Form, Employment Verification)]
3. [Additional Document Type if applicable]

Please let me know if further information or additional documentation is required to process my claim. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]