

[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: Inquiry Regarding Unemployment Claim

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my unemployment claim, which I filed on [insert date of claim]. My Social Security number is [insert SSN], and my claim number is [insert claim number].

I have not received any updates regarding my claim and would like to ensure that all necessary information has been submitted and processed correctly. Additionally, I would appreciate any details about estimated timelines for processing and payment.

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)]