

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

Ohio Department of Job and Family Services
Unemployment Compensation Program
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Unemployment Claim Application

Dear Ohio Unemployment Office,

I am writing to formally submit my application for unemployment compensation. My details are as follows:

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

I was laid off due to [reason for unemployment, e.g., company downsizing]. My last day of work was [last working day].

I have attached relevant documentation, including my separation notice and any other required forms, to support my claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]