

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

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

Subject: Unemployment Claim Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the initiation of my unemployment claim due to [briefly state reason, e.g., job loss, reduction in hours, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Last Employer: [Name of Your Last Employer]
- Last Day Worked: [Date]

I have attached all necessary documentation to support my claim, including [list documents, e.g., termination letter, pay stubs, etc.]. Please let me know if you need any additional information to process my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]