

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

Ohio Department of Job and Family Services
P.O. Box 182404
Columbus, OH 43218-2404
Subject: Unemployment Claim Submission

Dear Sir/Madam,

I am writing to formally file an unemployment claim for benefits due to my recent job loss. Please find my details below:

1. ****Name****: [Your Full Name]
2. ****Social Security Number****: [Your SSN]
3. ****Address****: [Your Address]
4. ****Phone Number****: [Your Phone Number]
5. ****Email Address****: [Your Email Address]
6. ****Last Employer****: [Employer's Name]
7. ****Employment Dates****: [Start Date] to [End Date]
8. ****Reason for Unemployment****: [Reason for Job Loss]

I have attached all necessary documents, including my employment verification and any additional forms required. I look forward to your prompt response regarding my claim status.

Thank you for your attention to this matter.

Sincerely,

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