

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

Subject: Unemployment Claim Inquiry

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my unemployment benefits claim submitted on [insert date of claim submission]. My personal details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]

I have not yet received any updates regarding my claim status, and I would appreciate any information you could provide regarding the processing of my claim. If you require any additional information from my side to expedite this process, please do not hesitate to reach out. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]