

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

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

Subject: Unemployment Claim Filing

Dear Sir/Madam,

I am writing to formally file for unemployment benefits in the state of Ohio. My personal information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Last Employer: [Employer's Name]
- Reason for Unemployment: [Reason]
- Employment Start Date: [Start Date]
- Employment End Date: [End Date]

I have attached all required documentation regarding my previous employment and my separation from the company.

Please let me know if you need any additional information to process my claim.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if mailing)]  
[Your Printed Name]