

[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: Claim for Unemployment Benefits

Dear Sir or Madam,

I am writing to formally submit my claim for unemployment benefits. My name is [Your Full Name], and my Social Security number is [Your Social Security Number]. I was employed at [Company Name] in [City, State] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, I was let go due to [brief reason for unemployment, e.g., layoffs, company closure, etc.].

I am currently seeking employment and would greatly appreciate your assistance in processing my claim. I have attached the necessary documentation, including my termination notice and any required identification.

Please let me know if you need any further information or documentation. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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