

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

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

Dear Sir/Madam,

I am writing to formally apply for unemployment benefits due to my recent job loss. I was employed at [Company Name] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, I was laid off due to [brief explanation of reason for layoff].

I have attached all necessary documentation, including my separation notice, pay stubs, and identification, to support my claim. My Social Security number is [Your SSN].

I would appreciate your prompt attention to my application and look forward to your response regarding my eligibility for benefits. Please feel free to contact me if you require any additional information. Thank you for your assistance.

Sincerely,  
[Your Name]