

[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 submit my claim for unemployment benefits due to [reason for unemployment, e.g., layoff, reduction in hours, etc.]. My last day of employment was [last working date], and my employer was [Company Name].

My Social Security Number is [last four digits of SSN], and my Employee Identification Number (if applicable) is [EIN]. I have attached the necessary documents, including my [list of attached documents, e.g., termination notice, W-2 forms, etc.].

I appreciate your attention to my claim and look forward to your prompt response. Please do not hesitate to contact me should you require any additional information.

Thank you for your assistance.

Sincerely,

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