

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

Ohio Department of Job and Family Services
Unemployment Compensation Program
P.O. Box 182404

Columbus, OH 43218-2404

Subject: Application for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally apply for unemployment benefits due to my recent job loss. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Last Employer: [Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Reason for Job Loss]

Enclosed, you will find copies of the required documentation supporting my application, including my layoff notice and any relevant identification.

I would appreciate your prompt attention to my application, as I am seeking financial assistance during this challenging time. Please feel free to contact me if you require any additional information.

Thank you for your consideration.

Sincerely,

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