

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

Ohio Department of Job and Family Services
Office of Unemployment Compensation
P.O. Box 182404
Columbus, OH 43218-2404
Subject: Unemployment Claim Initial Letter

Dear Sir/Madam,

I am writing to formally initiate my unemployment claim. Below are my details for your reference:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Contact Number: [Your Phone Number]
- Reason for Unemployment: [Brief Explanation]
- Last Employer: [Employer's Name]
- Last Day of Employment: [Date]

Please find attached any necessary documents required for processing my claim. I look forward to your timely response regarding my eligibility and the next steps in this process.

Thank you for your attention to this matter.

Sincerely,

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