

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

Ohio Department of Job and Family Services

[Office Address]
[City, State, Zip Code]

Subject: Unemployment Claim Application

Dear [Recipient's Name or "Unemployment Claims Division"],

I am writing to formally submit my claim for unemployment benefits due to my recent job loss. Below are the details pertinent to my claim:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Date of Job Loss: [Your Last Working Day]
- Employer's Name: [Your Employer's Name]
- Reason for Unemployment: [Reason]

I have included all necessary documents, such as:

- [List any attached documents, e.g., termination letter, pay stubs, etc.]

Please let me know if any further information or documentation is required to process my claim. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]