

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

Ohio Department of Job and Family Services  
Office of Unemployment Compensation  
[Address]  
[City, State, Zip Code]

Subject: Request for Unemployment Adjustment

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request an adjustment regarding my unemployment benefits claim, with reference number [Your Claim Number].

[Explain the reason for the adjustment request. Include specific details such as dates, amounts, and any relevant circumstances that led to your request.]

I believe this adjustment is necessary due to [briefly state your reasoning]. I have attached [mention any supporting documents or evidence] to support my request.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

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