

[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: Request for Unemployment Assistance

Dear Sir/Madam,

I am writing to apply for unemployment assistance due to my recent job loss. My employment with [Company Name] ended on [Last Working Date] due to [Reason for Job Loss].

I have attached the necessary documentation, including:

- A copy of my termination notice
- My most recent pay stub
- Any required identification documents

Please let me know if you need any further information or additional forms completed. I would appreciate any assistance you can provide during this difficult time.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

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