

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

Ohio Department of Job and Family Services  
P.O. Box 182404  
Columbus, OH 43218-2404

Subject: Request for Unemployment Benefits Information

Dear Unemployment Benefits Office,

I hope this letter finds you well. I am writing to inquire about my unemployment benefits application status. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claimant ID]
- Date of Application: [Date of Application]

I would like to request information on the current status of my claim and any additional steps required from my side.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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