

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Ohio Department of Job and Family Services]

[Address]

[City, State, ZIP Code]

Subject: Cancellation of Unemployment Benefits

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

I hope this letter finds you well. I am writing to formally request the cancellation of my unemployment benefits effective immediately.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim ID: [Your Claim ID]

Due to [reason for cancellation, e.g., new employment, change in circumstances], I no longer require unemployment assistance. I kindly ask that you process this request at your earliest convenience.

Please confirm the cancellation of my benefits and inform me of any further steps I need to undertake.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]