

[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: Unemployment Claim Application

Dear Sir/Madam,

I am writing to formally submit my application for unemployment benefits.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID (if applicable): [Your Claimant ID]
- Date of Birth: [Your Date of Birth]
- Last Employer: [Your Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Reason]

I have included all necessary documentation to support my claim,
including:

1. [List of attached documents, e.g., pay stubs, termination letter]
2. [Additional supporting documents]

Please let me know if you require any further information or additional
documentation. I appreciate your assistance in processing my claim.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]