

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

Ohio Department of Job and Family Services

[Office Address]
[City, State, ZIP Code]

Subject: Unemployment Determination Letter Request

Dear [Recipient's Name],

I am writing to formally request a determination letter regarding my unemployment benefits claim. Below are my details for your reference:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claimant ID]
- Date of Birth: [Your Date of Birth]
- Employment History: [Brief description of your last employment, including employer name, position, and dates of employment]

I would appreciate any information regarding my eligibility for unemployment benefits, including specific reasons for any determinations made and any steps I may take if I wish to appeal a decision.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

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