

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

[Ohio Department of Job and Family Services]
[Address of the ODJFS Office]
[City, State, ZIP Code]

Subject: Unemployment Dispute - Claim #[Your Claim Number]

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

I am writing to formally dispute the determination regarding my unemployment insurance claim #[Your Claim Number], dated [Date of Determination].

[Briefly explain the reason for your dispute, providing relevant details, dates, and the specific issues you are contesting.]

I believe that [include your argument, supporting evidence, or additional documentation that validates your claim].

I kindly request a thorough review of my claim and the decision made. I am confident that a reconsideration will result in a favorable outcome based on the facts presented.

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

Sincerely,
[Your Name]