

[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: Eligibility for Unemployment Benefits

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

I am writing to formally request an eligibility determination for unemployment benefits under the Ohio unemployment compensation program.

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]
- Last Employer: [Name of Last Employer]
- Employment Dates: [Start Date - End Date]

I have attached the necessary documentation, including my termination letter, pay stubs, and any other relevant information to support my case.

I appreciate your attention to this matter and look forward to your prompt response regarding my eligibility status.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]