

[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: Follow-Up on Unemployment Claim - [Your Claim Number]

Dear [Recipient's Name or "Unemployment Claims Representative"],
I hope this letter finds you well. I am writing to follow up on my
unemployment claim submitted on [Date of Claim Submission] with the claim
number [Your Claim Number].

As of today, I have not yet received an update regarding the status of my
claim. I would appreciate any information or clarification you can
provide regarding its progress.

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

Sincerely,
[Your Name]