

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Ohio Department of Job and Family Services]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Unemployment Hearing

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

I am writing to formally request a hearing regarding my unemployment benefits claim, [Claim Number]. I received a determination letter dated [Date of Determination Letter] which states that my claim has been denied due to [reason for denial].

I believe that this decision is incorrect because [briefly explain your reasons and provide any supporting information or documentation].

I would appreciate the opportunity to present my case and provide additional information during the hearing. Please let me know when and where the hearing will take place and any further steps I need to take.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]