

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

Subject: Inquiry Regarding Unemployment Benefits

Dear [Recipient's Name or "Unemployment Services Division"],  
I hope this letter finds you well. I am writing to inquire about my unemployment benefits application submitted on [date of application]. My name is [Your Full Name], and my Social Security Number is [last four digits of SSN].

I would like to request an update on the status of my application, as I have not yet received information regarding my eligibility or benefit amount. Additionally, if any further documentation is needed from my end, please let me know so that I can provide it promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]