

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

[Recipient Name]
[Ohio Department of Job and Family Services]
[Address]
[City, State, Zip Code]

Subject: Response to Unemployment Overpayment Notice

Dear [Recipient Name],

I am writing to address the notice I received regarding an overpayment of unemployment benefits in the amount of [insert amount]. I would like to request a review of my case and provide some context regarding this matter.

[Explain your situation here. Include any relevant details, such as the reason for the overpayment, any discrepancies you believe exist, or any supporting documentation].

I respectfully ask that you reconsider my case, as I believe that the overpayment determination may not accurately reflect my circumstances.

Enclosed are copies of relevant documents that support my claims.

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

Sincerely,

[Your Name]
[Your Social Security Number (if required)]
[Your Claim Number]