

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

Ohio Department of Job and Family Services
Unemployment Compensation Division
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Unemployment Compensation Request

Dear Sir/Madam,

I am writing to formally request unemployment compensation benefits due to my recent job loss. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Last Employer: [Name of Your Last Employer]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Brief Explanation]

I have attached all necessary documentation to support my claim, including my termination letter and pay stubs.

Please let me know if you require any further information to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]