

[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: Unemployment Verification Request

To Whom It May Concern,

I am writing to request verification of my unemployment status for [Your Full Name], who has been receiving unemployment benefits. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Claimant ID: [Your Claimant ID]
- Date of Birth: [Your Date of Birth]

I would appreciate your assistance in providing a verification letter confirming my unemployment status as of [specific date or period]. This letter is required for [state reason: e.g., housing application, loan application, etc.].

Thank you for your prompt attention to this matter. If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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