

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

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

Subject: Request for Information Regarding Unemployment Benefits

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request information regarding my unemployment benefits application. My name is [Your Full Name], and my Social Security Number is [Your SSN].

I would like to understand the status of my application and any additional information or documentation that may be required to complete the process.

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

Sincerely,

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