

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

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

Subject: Request for Extension of Unemployment Benefits

Dear Unemployment Benefits Office,

I hope this letter finds you well. I am writing to formally request an extension of my unemployment benefits due to [briefly explain reason, e.g., continued job search challenges, health issues, etc.]. My Social Security number is [Your SSN].

I have actively sought employment since my last benefit was disbursed on [last benefit date], but I have faced difficulties in securing a position. [You may include additional details about your job search efforts here.]

I kindly ask that you consider my request for an extension, as I remain committed to finding suitable employment and the financial assistance would be invaluable during this time.

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

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]