

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Ohio Department of Job and Family Services]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Support Regarding Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to request assistance regarding my unemployment benefits application. My name is [Your Full Name], and my Social Security number is [Last Four Digits of SSN]. I filed my claim on [Date of Claim] and have yet to receive a decision or any further information regarding my case.

[Briefly explain your situation, such as job loss, circumstances surrounding your unemployment, and any relevant details that could support your request.]

I kindly ask for your support in reviewing my application and providing me with an update on my claim status. Your assistance in this matter would be greatly appreciated, as these benefits are crucial for my financial stability during this challenging time.

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]