

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

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

Subject: Inquiry Regarding Unemployment Eligibility

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about my eligibility for unemployment benefits in Ohio.

My name is [Your Full Name], and my Social Security number is [Your SSN]. I was employed at [Company Name] from [Start Date] to [End Date], and my position was [Your Position]. Unfortunately, I was [brief description of the circumstances of your unemployment, e.g., laid off, terminated, etc.].

I would appreciate any information regarding my eligibility status, as well as any necessary steps I should take to proceed with my application. Please let me know if you require any additional information or documentation from my side.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]