

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

Subject: Confirmation of Unemployment Benefits Application

Dear [Recipient's Name/Ohio Department of Job and Family Services],  
I am writing to confirm my application for unemployment benefits as submitted on [application date]. My personal details are as follows:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Claim Number: [Your Claim Number, if applicable]

I would appreciate it if you could provide me with confirmation of the status of my application and any further steps I may need to take.

Thank you for your attention to this matter.

Sincerely,

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