

[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]