

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

[Ohio Department of Job and Family Services]
[Address of the Office]
[City, State, Zip Code]

Subject: Request for Documentation 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 specific documentation related to my unemployment benefits claim. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits of SSN]
- Claim Number: [Your Claim Number]

I would appreciate your assistance in providing the following documents:

1. [List specific documentation needed, e.g., "Record of my benefits eligibility" or "Detailed breakdown of payments made"]
2. [Any additional documents you may require]

Please let me know if there are any forms I need to complete or any fees associated with this request. I can be reached at [Your Phone Number] or [Your Email Address] should you need any further information.

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]