

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

Ohio Department of Job and Family Services  
P.O. Box 1618  
Columbus, OH 43216

Subject: Follow-Up on Unemployment Benefits Claim

Claimant ID: [Your Claimant ID]

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

I hope this letter finds you well. I am writing to follow up on my recent application for unemployment benefits submitted on [submission date].

As of today, I have not yet received a determination regarding my claim.

I would appreciate any updates or additional information that may be required from my side to expedite the process.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]