

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

[Ohio Department of Job and Family Services]
[Office of Unemployment Compensation]
[P.O. Box 182404]
[Columbus, OH 43218-2404]

Subject: Application for Unemployment Benefits

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

I am writing to formally request unemployment benefits following my recent job loss. Below are my details for your consideration:

- **Full Name:** [Your Full Name]
- **Social Security Number:** [Your SSN]
- **Date of Birth:** [Your DOB]
- **Last Employer:** [Employer's Name]
- **Last Day of Employment:** [Last Day of Work]
- **Reason for Job Separation:** [Reason for Unemployment]

I have attached the necessary documents to support my application, including [list any relevant documents, e.g., termination letter, pay stubs].

Please let me know if you require any further information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]