

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

Subject: Response to Unemployment Benefits Notice

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

I am writing to respond to the notice I received on [date of notice] regarding my unemployment benefits claim (Claim Number: [Your Claim Number]). I would like to provide additional information to clarify my situation.

[Briefly explain the purpose of your letter: e.g., dispute a decision, provide requested information, etc.]

[Provide a detailed explanation of your circumstances, including any relevant dates, job information, and supporting evidence.]

I have attached the following documents for your review:

- [List any attachments, e.g., pay stubs, termination letter, identification, etc.]

Thank you for your attention to this matter. I look forward to your prompt response and hope for a resolution soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]