

[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: Reapplication for Unemployment Benefits

Dear [Recipient's Name or "Unemployment Office"],

I hope this letter finds you well. I am writing to formally reapply for unemployment benefits due to [briefly explain your situation, e.g., loss of employment, reduced hours, etc.]. My previous application was [mention previous application date or reference number if applicable].

Since my last application, my circumstances have [describe any changes, such as job search efforts or additional details concerning your unemployment status]. I have attached all necessary documentation, including [list any included documents, such as proof of job search or layoff notice].

I would appreciate your guidance on the next steps in the reapplication process, and I am eager to comply with any requirements. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]