

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

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

Subject: Inquiry Regarding Unemployment Claim Status - [Your Claim Number]

Dear [Recipient's Name or "Claims Department"],
I hope this letter finds you well. I am writing to inquire about the status of my unemployment claim filed on [Date of Claim]. My claim number is [Your Claim Number].

I would appreciate any updates you can provide regarding my claim status, including any outstanding issues or additional information required on my part.

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]