

[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: Request for Unemployment Benefits

Dear Unemployment Benefits Office,

I am writing to formally request unemployment benefits following my recent job loss. My name is [Your Full Name], and my Social Security Number is [Your SSN]. I was employed by [Your Employer's Name] as a [Your Job Title] from [Start Date] until [End Date].

Due to [briefly explain reason for unemployment, e.g., layoffs, company closure, etc.], I am currently seeking assistance as I transition into new employment. I have attached the necessary documentation, including my employment records and the termination notice.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]