

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

[Ohio Department of Job and Family Services]
[Address]
[City, State, Zip Code]

Subject: Case Review Request for Unemployment Benefits - [Case Number]

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

I am writing to formally request a review of my unemployment benefits case, as referenced by case number [Case Number]. I believe that there has been a misunderstanding regarding my eligibility, and I would like to provide additional information for your consideration.

[Briefly explain the reason for the review request, such as a change in circumstances, disagreement with a decision, or the need for clarification.]

Enclosed, you will find copies of relevant documents that support my case, including [list any attached documents, e.g., pay stubs, termination letters, etc.].

I appreciate your time and attention to this matter and look forward to your prompt response. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]