

[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: Request for Unemployment Benefits

Dear [Recipient's Name or "Unemployment Benefits Department"],  
I hope this letter finds you well. I am writing to formally request  
unemployment benefits due to my recent job loss.

- \*\*Personal Information:\*\*

- Name: [Your Full Name]
- SSN: [Your Social Security Number]
- Claimant ID: [If applicable]
- Last Employer: [Name of Last Employer]

- \*\*Employment Details:\*\*

- Job Title: [Your Job Title]
- Employment Period: [Start Date] to [End Date]
- Reason for Unemployment: [Brief explanation of why you are unemployed]

I have attached the necessary documentation, including my termination  
letter and any relevant pay stubs, to support my claim.

I kindly request that my application for unemployment benefits be  
processed at your earliest convenience. If you require any additional  
information, please do not hesitate to contact me at [Your Phone Number]  
or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if mailing a hard copy)]