

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Ohio Department of Job and Family Services]
[Office of Unemployment Compensation]
[Address]
[City, State, Zip Code]

Subject: Letter of Intent for Unemployment Claim

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

I am writing to formally express my intent to file for unemployment benefits in the state of Ohio. My name is [Your Full Name], and I was employed at [Your Employer's Name] from [Start Date] until [End Date]. My position was [Your Job Title], and I was let go for [brief explanation of reason for unemployment, e.g., company downsizing, layoffs, etc.].

I believe I am eligible for unemployment benefits due to [mention any relevant criteria that applies to your situation, e.g., being laid off, unable to return to work, etc.]. I have attached the necessary documentation to support my claim, including [list any supporting documents, such as your last pay stub, termination notice, etc.].

Please let me know if you require any additional information or documentation to process my claim. I appreciate your assistance during this time and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]