

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Ohio Department of Job and Family Services]
[Address if available]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing this letter in support of [Claimant's Name] regarding their unemployment claim (Claim Number: [insert claim number]). I have known [Claimant's Name] for [duration of acquaintance] and can attest to their character and work ethic.

[Claimant's Name] was employed at [Company Name] as a [Job Title] from [Start Date] to [End Date]. During this time, they consistently demonstrated dedication, reliability, and professionalism in their role. Unfortunately, due to [briefly explain reason for unemployment, e.g., layoffs, company closure], [Claimant's Name] was left without work.

I fully support their claim for unemployment benefits as [Claimant's Name] is actively seeking new employment opportunities and is deserving of assistance during this challenging time. Their previous work history reflects their commitment to their responsibilities, and I have no doubt that they will find success in their job search.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]