

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

[Ohio Department of Job and Family Services]
[Address of the Office Handling Claims]
[City, State, Zip Code]

Subject: Inquiry Regarding Unemployment Claim Status - [Your Claim Number]

Dear [Recipient's Name or "Claims Department"],

I hope this letter finds you well. I am writing to inquire about the status of my unemployment claim, submitted on [Date of Submission], with the claim number [Your Claim Number].

As I have not received an update regarding my claim, I would greatly appreciate any information you could provide about its current status. Additionally, if there are any further documents or information needed from my side to expedite the process, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]