

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

Subject: Unemployment Claim Application

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

I am writing to officially submit my claim for unemployment benefits.

Below are the details of my employment and reason for the claim:

1. ****Personal Information****

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Address: [Your Current Address]

2. ****Employment Information****

- Employer Name: [Your Last Employer's Name]
- Employer Address: [Employer's Address]
- Job Title: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date]
- Reason for Separation: [Reason for Unemployment]

I have attached copies of required documents, including [list any documents such as pay stubs, termination letter, etc.], which I believe will support my claim.

Thank you for your attention to this matter. I look forward to your prompt response to my claim. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]