

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

Ohio Department of Job and Family Services
Unemployment Compensation
P.O. Box 182404
Columbus, OH 43218-2404
Subject: Request for Unemployment Assistance

Dear Sir/Madam,

I am writing to formally apply for unemployment assistance following my recent job loss. My name is [Your Full Name], and my Social Security Number is [Your SSN]. I was employed as a [Your Job Title] at [Your Employer's Name] until [Last Employment Date].

Due to [briefly explain reason for unemployment, e.g., layoffs, reduction in force, etc.], I am now seeking assistance to support myself and my family during this transition period.

Please find attached all necessary documentation required for processing my application, including:

- Separation notice from my employer
- Pay stubs from the last few months
- Identification and Social Security documentation

I appreciate your prompt attention to my request and look forward to your response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]