

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

[Recipient's Name]  
[Recipient's Title/Department]  
[Ohio Department of Job and Family Services]  
[Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Unemployment Benefits

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my unemployment benefits status and to request clarification on specific issues related to my claim.

1. **\*\*Claim Information:\*\***

Claim ID: [Your Claim ID]

Date of Application: [Application Date]

2. **\*\*Issue Details:\*\***

Clearly describe any issues or questions you have regarding your benefits, such as delays, amounts, or eligibility.

3. **\*\*Request for Information:\*\***

Please provide information regarding [specific questions/information you seek].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]