

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

Ohio Department of Job and Family Services
Office of Unemployment Compensation
[Office Address]
[City, State, Zip Code]

Subject: Unemployment Claim - [Your Social Security Number or Claim Number]

Dear Sir/Madam,

I am writing to formally file my unemployment claim. I have recently lost my job due to [reason for unemployment, e.g., layoff, company closure] and am seeking assistance in processing my claim.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number if applicable]
- Last Employer: [Your Last Employer's Name]
- Dates of Employment: [Start Date] to [End Date]

I have attached [list any documents included, e.g., termination letter, proof of employment] to support my claim.

I appreciate your prompt attention to my request and look forward to your response.

Thank you for your assistance.

Sincerely,

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