

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

Ohio Department of Job and Family Services
Bureau of Employment Services
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Verification of Unemployment Claim - [Your Claim Number]

Dear Sir/Madam,

I am writing to request verification of my unemployment claim filed on
[Date of Claim]. My claim number is [Your Claim Number].

Please provide documentation confirming the status of my claim, including
any relevant decision notices and the details of my eligibility. I
appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

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