

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

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

Subject: Unemployment Eligibility Inquiry

Dear [Recipient Name],

I am writing to inquire about my eligibility for unemployment benefits in Ohio. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]
- Date of Employment Termination: [Date]
- Reason for Separation: [Reason]

I would like to confirm that I meet the eligibility requirements and understand the necessary steps I need to take to ensure my application is processed smoothly.

Please let me know if you require any additional information or documentation to assist with my inquiry. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]