

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

Ohio Department of Job and Family Services
Office of Unemployment Compensation
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Unemployment Benefit Application - [Your Social Security
Number/Claim Number]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally submit my application for unemployment benefits following my recent job loss. I was employed at [Company Name] as a [Job Title] from [Start Date] until [End Date], and due to [brief reason for job loss, e.g., layoffs, company closure], I am now seeking assistance. I have attached all the necessary documentation, including my separation notice and any relevant supporting materials. Please let me know if any additional information is required to process my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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