

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

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

Subject: Unemployment Claim - [Your Social Security Number]

Dear Sir/Madam,

I am writing to formally submit my unemployment claim for benefits. My name is [Your Name], and my Social Security number is [Your SSN]. I was employed at [Your Employer's Name] from [Start Date] to [End Date] and was laid off due to [Reason for Unemployment].

I have attached the necessary documentation to support my claim, including:

1. A copy of my separation notice
2. My last paycheck stub
3. Any additional relevant documents

I kindly request that my claim be processed at your earliest convenience. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if submitting by mail)]

[Your Printed Name]