

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

Ohio Department of Job and Family Services

[Local ODJFS Office Address]
[City, State, ZIP Code]

Subject: Application for Unemployment Benefits

Dear Ohio Department of Job and Family Services,

I am writing to formally apply for unemployment benefits due to my recent job loss. Below are my details for your consideration:

1. ****Personal Information****

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

2. ****Employment Information****

- Last Employer: [Company Name]
- Address of Last Employer: [Company Address]
- Job Title: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date]
- Reason for Unemployment: [e.g., layoff, termination, etc.]

3. ****Additional Information****

- I have been actively seeking new employment since [Date].
- I am available for work and can be reached at the contact information above.

Please find attached any required documentation to support my application. I appreciate your assistance in processing my claim and look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting via mail)]

[Your Typed Name]