

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

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

Subject: Unemployment Claim - [Your Social Security Number]

Dear Sir/Madam,

I am writing to formally file a claim for unemployment benefits as I am currently unemployed due to [reason for unemployment, e.g., layoff, company closure]. My employment history is as follows:

- \*\*Employer Name:\*\* [Your Last Employer's Name]
- \*\*Job Title:\*\* [Your Job Title]
- \*\*Date of Employment:\*\* [Start Date] to [End Date]
- \*\*Hours Worked per Week:\*\* [Average Hours]

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

1. [Document 1, e.g., termination letter]
2. [Document 2, e.g., pay stubs]
3. [Any other relevant documents]

I certify that the information provided is accurate to the best of my knowledge and I am seeking benefits for the period beginning [Requested Start Date] through [Requested End Date].

Please let me know if you require any additional information or documentation to process my claim. Thank you for your attention to this matter.

Sincerely,  
[Your Name]