

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

[Ohio Department of Job and Family Services]  
[Address of the office handling unemployment claims]  
[City, State, Zip Code]

Subject: Unemployment Claim Application

Dear [Recipient's Name or "Unemployment Claims Department"],  
I am writing to formally submit my application for unemployment benefits  
as I have recently lost my job due to [briefly explain the reason for job  
loss, e.g., layoffs, reduction in hours, termination, etc.].

**\*\*Personal Information:\*\***

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

**\*\*Employment Information:\*\***

- Last Employer: [Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Job Title: [Your Job Title]

Please find attached all required documents including my termination  
letter, pay stubs, and any necessary identification to support my claim.  
I appreciate your timely attention to this matter and look forward to  
your prompt response regarding my unemployment benefits.

Sincerely,

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