

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

West Virginia Division of Unemployment Compensation

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

Subject: Request for Update on Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this message finds you well. I am writing to request an update regarding my unemployment benefits application. My name is [Your Full Name], and my Social Security Number is [Your SSN]. My application was submitted on [Date of Application], and my reference number is [Your Reference Number].

Despite my efforts to regularly check the status of my application online, I have not received any recent updates regarding my claim. Given the financial difficulties I am currently facing, I would greatly appreciate any information you can provide regarding my benefits status and estimated timelines for processing.

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

Sincerely,

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