

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

West Virginia Division of Unemployment Compensation

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

Subject: Unemployment Insurance Claim

Dear [Claims Officer's Name/To Whom It May Concern],

I am writing to formally submit my claim for unemployment benefits in West Virginia. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Address: [Your Complete Address]
- Phone Number: [Your Phone Number]
- Employment History: [List of Employers, Dates of Employment]

I became unemployed on [Date of Unemployment] due to [Reason for Unemployment, e.g., layoffs, business closure, etc.]. I have actively sought employment since that date and have attached relevant documentation, including proof of my previous employment and my job search efforts.

Please find attached the required forms and any supporting documents for my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

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