

[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: Application for Unemployment Benefits

Dear [Recipient's Name],

I am writing to formally apply for unemployment benefits due to my recent job loss. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Last Employer: [Company Name]
- Reason for Unemployment: [Briefly explain the reason]
- Dates of Employment: [Start Date] to [End Date]

I have attached all necessary documentation supporting my claim, including my separation notice and W-2 form.

Thank you for your attention to my application. I look forward to your response.

Sincerely,

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