

[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 Unemployment Benefits Extension

Dear [Recipient's Name/Unemployment Office],

I hope this letter finds you well. I am writing to formally request an extension of my unemployment benefits due to [briefly explain your reason, e.g., continued job search, financial difficulties].

My name is [Your Name], and my Social Security number is [Your SSN]. I have been receiving unemployment benefits since [start date], and my claim number is [claim number].

Despite my diligent efforts to secure new employment, I have encountered [briefly outline challenges, e.g., limited job openings in my field, health issues]. I am actively applying for positions and attending job fairs, but my situation remains challenging.

I kindly ask that you consider my request for an extension of my unemployment benefits, as I believe this assistance will be crucial for my continued job search. I have included all necessary documentation regarding my ongoing job search and financial status.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]