

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

West Virginia Division of Unemployment Insurance
P.O. Box 399
Charleston, WV 25322

Subject: Follow-up on Unemployment Claim

Dear Unemployment Insurance Office,

I hope this message finds you well. I am writing to follow up on my unemployment claim submitted on [insert submission date], with the claim number [insert claim number].

As of today, I have not yet received any updates regarding the status of my application, and I would appreciate any information you could provide. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]