

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

[Recipient Name]
[Department of Workforce West Virginia]
[Address]
[City, State, Zip Code]

Subject: Request for Job Separation Information

Dear [Recipient Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request information regarding my job separation from [Employer's Name] on [Date of Separation]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Claimant ID: [Your Claimant ID if applicable]

Please provide me with the necessary documentation and guidance regarding my eligibility for unemployment benefits following my job separation due to [reason for separation, e.g., layoff, termination, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]