

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

West Virginia Division of Unemployment Compensation  
[Department Address]  
[City, State, ZIP Code]

Subject: Request for Unemployment Refund

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

I am writing to formally request a refund for overpayment made regarding my unemployment benefits. My name is [Your Full Name], and my Social Security Number is [Last Four Digits of SSN]. My claim number is [Claim Number].

I discovered the overpayment when [brief explanation of how you discovered the overpayment]. I have attached supporting documents, including [list any attached documents such as payment records or correspondence].

I would appreciate your prompt attention to this matter and kindly request that the refund be processed at your earliest convenience. If you require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]