

[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 Assistance

Dear Unemployment Assistance Team,

I am writing to formally apply for unemployment assistance due to [reason for unemployment, e.g., job loss, reduction in hours]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Phone Number: [Your Phone Number]
- Employment History: [Brief description of your previous employment, including company name, position, and duration of employment]

I have attached the necessary documents, including [list any attachments, such as pay stubs, termination letters, etc.]. My last day of work was [last working date], and I have since been actively seeking new employment.

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

Sincerely,

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