

[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

Dear Unemployment Compensation Office,

I hope this letter finds you well. I am writing to formally request unemployment benefits following my recent job loss.

My personal details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Employment Termination: [Date]
- Last Employer: [Employer Name]
- Reason for Unemployment: [Reason]

Attached to this letter are the necessary documents, including my termination letter and any additional paperwork required for processing my application.

I appreciate your attention to my request and look forward to your prompt response. Thank you for your assistance during this challenging time.

Sincerely,

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