

[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: Inquiry Regarding Unemployment Compensation

Dear [Recipient's Name or "Unemployment Compensation Office"],  
I hope this letter finds you well. I am writing to inquire about my unemployment compensation claim filed on [date of application]. My Social Security Number is [Your SSN] and my claim number is [Your Claim Number]. I would like to request an update on the status of my claim as I have not received any communication regarding its progress. Additionally, if there are any documents or additional information needed from my side, please let me know.

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

Sincerely,  
[Your Name]