

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

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

Subject: Hardship Case Appeal for Unemployment Benefits

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal for consideration of my unemployment benefits claim, which I believe should be granted based on the hardship circumstances I am currently facing. My unemployment claim number is [Claim Number]. I was employed at [Previous Employer] until [Last Date of Employment] when I was laid off due to [Reason for Layoff]. Since that time, I have been actively seeking employment but have encountered significant challenges due to [Explain Hardship: e.g., financial difficulties, medical issues, family responsibilities].

Enclosed with this letter are the relevant documents supporting my claim, including [list of documents, e.g., layoff notice, recent pay stubs, medical records]. I have exhausted my savings and am struggling to meet my basic needs, which include [briefly outline basic needs].

I kindly request a prompt review of my case, as my financial situation is dire and any assistance you can provide would be greatly appreciated. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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