

[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]

Dear Sir/Madam,

Subject: Request for Reemployment Assistance

I hope this letter finds you well. I am writing to formally request reemployment assistance under the West Virginia unemployment program. I am currently unemployed due to [briefly explain reason for unemployment, e.g. job loss, layoff, etc.], and I am seeking support and guidance in finding new employment opportunities.

My information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]
- Date of Birth: [Your Date of Birth]

I have actively been searching for employment and have applied to several positions within my field. However, I would greatly appreciate any resources, training, or assistance that the Division of Unemployment Compensation can provide to help me in my job search.

Thank you for your consideration. I look forward to your prompt response and any assistance you can offer in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]