

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request participation in the unemployment training program offered by the West Virginia Workforce Development. I am currently unemployed due to [brief explanation of circumstances], and I believe that this program can help me acquire the skills necessary to re-enter the workforce.

I am particularly interested in [specific area of training or skills development], as this aligns with my previous experience and future career goals. I am committed to enhancing my employability and contributing positively to the workforce in our community.

I have attached all required documentation for your review, including my resume and any relevant certifications. Please let me know if there are any additional steps I need to take to facilitate my enrollment in this program.

Thank you for considering my request. I look forward to the opportunity to improve my skills and assist in furthering the mission of workforce development in West Virginia.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]