

[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: Verification of Identity for Unemployment Benefits

Dear [Name or "To Whom It May Concern"],

I am writing to verify my identity in relation to my unemployment benefits claim, #[Claim Number].

I have recently been asked to provide additional information to confirm my identity, and I am including the necessary documentation as requested.

The following documents are attached to support my identity verification:

1. A copy of my government-issued ID (e.g., driver's license or passport).

2. A recent utility bill showing my name and current address.

3. Any additional documentation that may be required.

Please let me know if you need any further information or additional documentation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]