

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

West Virginia Division of Unemployment Compensation

[Office Address]
[City, State, Zip Code]

Subject: Weekly Claim Submission

Dear Unemployment Compensation Office,

I hope this letter finds you well.

I am writing to submit my weekly unemployment claim for the week ending [date]. My claim information is as follows:

- Claimant Name: [Your Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claim ID]
- Week Ending: [Date]

I confirm that I have actively sought employment during this week and am available for work. I have also completed any required job search activities as instructed.

Please find enclosed any necessary documents related to my claim for your review. If further information is needed, you can reach me at the above-mentioned phone number or email address.

Thank you for your attention to my claim.

Sincerely,

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