

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

West Virginia Division of Unemployment Compensation

[Address of the Division]
[City, State, Zip Code]

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

Subject: Request for Assistance with Unemployment Benefits

I hope this letter finds you well. I am writing to request assistance regarding my unemployment benefits application. My name is [Your Full Name] and my Social Security Number is [Your SSN]. I filed my claim on [Date of Claim] and have not yet received a response regarding my benefit eligibility.

Due to [brief explanation of your situation, e.g., job loss due to company downsizing, health issues, etc.], I am in urgent need of financial assistance. I have submitted all required documentation and completed the necessary steps as outlined on the West Virginia Division of Unemployment Compensation website. However, I have not received any updates on my claim status.

I would greatly appreciate any assistance you can provide to expedite the processing of my claim. If there are additional documents or information needed, please let me know.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,
[Your Name]