

[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: Request for Unemployment Claim Adjustment - [Your Claim Number]

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

I hope this letter finds you well. I am writing to formally request an adjustment to my unemployment claim (Claim Number: [Your Claim Number]) for the period of [Start Date] to [End Date].

[Briefly explain the reason for the adjustment request, e.g., "I believe there has been an error in my reported earnings" or "I have new information regarding my employment status."]

Attached to this letter, you will find [mention any supporting documents you are including, e.g., "pay stubs," "termination letter," etc.] to support my claim for adjustment.

I appreciate your attention to this matter and look forward to your prompt assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]