

[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: Letter of Explanation for Unemployment Benefits Issues

Dear Sir/Madam,

I am writing to provide a detailed explanation regarding my unemployment benefits claim (Claim ID: [Your Claim ID]) dated [Date of Application]. I understand there may be some issues concerning my application, and I would like to clarify my situation.

[Explain the reason for your unemployment, including details such as job loss, reduction in hours, personal circumstances, etc. Be concise and factual.]

Additionally, [explain any other relevant issues such as incorrect information provided, missed deadlines, or any communications you had with the unemployment office].

I have attached supporting documentation, including [list any relevant documents such as termination letters, pay stubs, medical records, etc.], to further substantiate my claim.

Thank you for your attention to this matter. I am hopeful that this explanation will resolve any discrepancies in my application for unemployment benefits. Should you need further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachment List]