

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Department of Workforce West Virginia]
[Office Address]
[City, State, Zip Code]

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

I am writing to express my support for [Applicant's Name]'s application for unemployment benefits. I have known [him/her/them] for [duration of time] and have witnessed [his/her/their] dedication to [his/her/their] work and the unfortunate circumstances that have led to the current need for assistance.

[Provide a brief description of the applicant's employment history, contributions to the workplace, and any relevant details about their situation, such as job loss due to layoffs, pandemic impacts, etc.]
Given [Applicant's Name]'s commitment and ability, I strongly believe that [he/she/they] deserves this support during a challenging time. I am confident that these benefits will aid [him/her/them] in transitioning to new employment and regaining financial stability.

Thank you for considering this letter of support. If you need any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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