

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

[West Virginia Division of Workforce Services]
[Office Address]
[City, State, Zip Code]

Subject: Reaffirmation of Eligibility for Unemployment Benefits

Dear [Recipient's Name or "Claims Officer"],

I hope this message finds you well. I am writing to reaffirm my eligibility for unemployment benefits in West Virginia following my recent claim submission.

My details are as follows:

- Name: [Your Full Name]
- Claimant ID: [Your Claimant ID]
- Social Security Number (last four digits): [XXX-XX-XXXX]
- Date of Separation from Employer: [Date of Employment Termination]
- Reason for Unemployment: [Brief Explanation]

I have complied with all the necessary requirements and have actively been seeking employment opportunities. Attached are the supporting documents, including [list any relevant documents, e.g., job search logs, termination letter, etc.].

I appreciate your attention to this matter and look forward to your confirmation of my continued eligibility for benefits.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]