

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding unemployment benefits available in West Virginia. As a resident who may need to access these benefits, I would like to understand the eligibility requirements, the application process, and any additional resources that are available for individuals seeking assistance.

Specifically, I am interested in the following information:

1. Eligibility criteria for unemployment benefits
2. Required documentation for the application
3. Current benefits amounts and duration
4. How to appeal a denial of benefits
5. Any workshops or resources for job seekers in West Virginia

I appreciate your assistance in providing this information at your earliest convenience. If there are specific websites, brochures, or forms that I should review, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]