

[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: Application for Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally apply for unemployment benefits as I have recently become unemployed due to [briefly explain reason for unemployment, e.g., "company downsizing," "layoff," etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]
- Last Employer: [Your Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Brief Explanation]

I have attached the required documentation supporting my claim, including [list any documents such as termination notice, pay stubs, identification, etc.].

I appreciate your attention to my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or clarification.

Thank you for considering my request for unemployment benefits.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]