

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

West Virginia Division of Unemployment Insurance

[Address of the Division]
[City, State, Zip Code]

Subject: Request for Unemployment Benefits

Dear [Recipient's Name or "Unemployment Insurance Office"],
I hope this letter finds you well. I am writing to formally request unemployment benefits due to my recent job loss.

I was employed at [Your Employer's Name] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, I was laid off on [Date of Layoff] due to [brief explanation of reason, e.g., company downsizing, lack of work, etc.].

I have attached the required documents, including my employment history and any relevant forms you may need to process my request. I believe I am eligible for benefits and would appreciate your guidance in navigating this process.

Please let me know if you require any additional information or documentation. I can be reached at [Your Phone Number] or [Your Email Address].

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

Sincerely,
[Your Name]