

[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: Inquiry About Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to inquire about the status of my unemployment benefits application, which I submitted on [date of application]. My full name is [Your Full Name] and my Social Security number is [Your SSN].

I would appreciate any information regarding the processing of my application and any additional steps I may need to complete to receive my benefits. If there are any outstanding documents or further actions required on my part, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]