

[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: Reapplication for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally reapply for unemployment benefits. My previous claim [Claim Number] was issued on [Date of Original Claim] and has since either expired or been deemed ineligible.

Due to [brief explanation of circumstances, e.g., loss of job due to layoffs, company closure, etc.], I am seeking to reestablish my claim. I have made every effort to secure new employment, but [reason for difficulty in finding new employment, if applicable].

Attached, you will find all necessary documentation, including [list any documents you are including, such as pay stubs, termination letter, etc.]. I respectfully request a review of my circumstances and hope to be considered for benefits again.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]