

[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: Unemployment Benefits Claim Correspondence

Dear [Recipient's Name/Division of Unemployment Compensation],
I hope this letter finds you well. I am writing to discuss my
unemployment benefits claim, identified by the claim number [Your Claim
Number], submitted on [Submission Date].

[Briefly explain the reason for your correspondence, e.g., inquiry about
claim status, appeal of a decision, submission of additional documents,
etc.]

In accordance with the guidelines provided, I have included [mention any
documents you are attaching, if applicable]. I appreciate your attention
to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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