

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

West Virginia Division of Unemployment Compensation

[Division's Address]
[City, State, Zip Code]

Subject: Request for Documentation Regarding Unemployment Benefits

Dear [Recipient's Name or "Claims Department"],

I hope this letter finds you well. I am writing to formally request documentation related to my unemployment benefits claim, specifically the following information:

1. Detailed explanation of my eligibility status.
2. Information regarding benefit amounts and payment schedules.
3. Any additional requirements or actions needed on my part.

For your reference, my claim number is [Your Claim Number]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]