

[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 Eligibility Letter

Dear [Recipient's Name],

I am writing to inquire about my eligibility for unemployment benefits in West Virginia. My name is [Your Full Name], and my Social Security Number is [Your SSN]. I was employed at [Your Last Employer's Name] from [Start Date] to [End Date], and I was laid off due to [Reason for Unemployment]. I have submitted my application for unemployment benefits on [Date of Application] and would like to confirm my eligibility status. I would appreciate it if you could provide me with information regarding the following:

1. Status of my application
2. Eligibility criteria
3. Any additional documentation needed

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

Sincerely,

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