

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Workforce West Virginia]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on Unemployment Benefits Application

I hope this letter finds you well. I am writing to follow up on my unemployment benefits application submitted on [Date of Application]. My claim number is [Claim Number].

I would like to inquire about the status of my application, as I have not yet received any updates. I am eager to understand if any further information is needed from my side to expedite the process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]