

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

West Virginia Division of Workforce West Virginia

[Office Address]
[City, State, Zip Code]

Subject: Withdrawal of Unemployment Benefits Claim

Dear [Appropriate Recipient's Name or "To Whom It May Concern"],
I am writing to formally request the withdrawal of my unemployment
benefits claim with the West Virginia Division of Workforce. My details
are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last Four Digits of SSN]
- Claim Number: [Your Claim Number]

Due to [briefly state reason for withdrawal, e.g., "accepting a new job"
or "personal reasons"], I no longer require unemployment benefits. I
would appreciate it if you could confirm the processing of my withdrawal
request and inform me of any further necessary steps.

Thank you for your attention to this matter.

Sincerely,

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