

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

West Virginia Division of Unemployment Assistance

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

Subject: Unemployment Claim Submission

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally submit my claim for unemployment benefits following my recent job loss. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Date of Employment Termination: [Date]
- Reason for Separation: [Reason]

Attached to this letter are the necessary documents supporting my claim, including my termination letter and any relevant pay stubs.

I appreciate your attention to this matter and look forward to your prompt response regarding the status of my claim. Should you need any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if mailing)]  
[Your Printed Name]