

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Workforce Development]
[Address]
[City, State, ZIP Code]

Subject: Unemployment Documentation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide the necessary documentation for my unemployment claim as required by the West Virginia unemployment office.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]

Attached to this letter, you will find the following documents:

1. [Document 1 (e.g., termination letter)]
2. [Document 2 (e.g., pay stubs)]
3. [Document 3 (e.g., identification)]

Please let me know if any further information is needed to process my claim. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

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