

[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: Request for Review of Unemployment Claim - [Your Claim Number]

Dear [Review Officer's Name or "Unemployment Claims Review Team"],
I hope this letter finds you well. I am writing to formally request a review of my unemployment claim, numbered [Your Claim Number], filed on [Date of Claim].

I believe there may have been an error in the processing of my claim, resulting in [briefly state the issue or reason for the review request, e.g., denial of benefits]. I have attached relevant documentation to support my case, including [list any documents, such as pay stubs, termination letters, etc.].

I kindly ask that you reconsider my situation and review the information provided. My circumstances have been challenging, and receiving the benefits I qualify for would greatly assist me during this time. Thank you for your attention to this matter. I look forward to your prompt response.

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