

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

West Virginia Division of Unemployment Compensation

[Address of the Local Office]  
[City, State, Zip Code]

Subject: Unemployment Claim Verification - [Your Claim Number]

Dear [Recipient's Name/Unemployment Office],

I hope this letter finds you well. I am writing to request verification regarding my unemployment claim submitted on [date of claim submission] under claim number [your claim number].

Please find enclosed the necessary documentation to support my claim, including [list any documents you are enclosing, such as pay stubs, termination letter, etc.]. I appreciate your prompt attention to this matter, as timely verification is crucial for my continued eligibility for benefits.

Thank you for your assistance. I look forward to your response.

Sincerely,

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