

[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]

Dear Sir/Madam,

Subject: Inquiry Regarding Unemployment Benefits

I hope this letter finds you well. I am writing to inquire about the status of my unemployment benefits application. My name is [Your Name], and my Social Security Number is [Your SSN/Last Four Digits]. I submitted my application on [Date of Application] and have yet to receive any updates.

I would appreciate any information regarding the progress of my claim or any additional documentation that may be required to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]