

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

West Virginia Division of Unemployment Compensation  
P.O. Box 1509  
Charleston, WV 25356

Subject: Request for Unemployment Benefits

Dear Unemployment Claims Representative,

I hope this letter finds you well. I am writing to formally request unemployment benefits following my recent job loss. Below are the details pertinent to my claim:

- **\*\*Full Name\*\***: [Your Full Name]
- **\*\*Social Security Number\*\***: [Your SSN]
- **\*\*Address\*\***: [Your Address]
- **\*\*Phone Number\*\***: [Your Phone Number]
- **\*\*Date of Last Employment\*\***: [Last Day of Work]
- **\*\*Employer's Name\*\***: [Your Employer's Name]
- **\*\*Reason for Unemployment\*\***: [Brief Explanation]

I have attached all necessary documents, including my termination letter and any required identification. I kindly ask for your assistance in processing my claim as soon as possible.

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]