

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

West Virginia Division of Unemployment Compensation
[Address of Local Office]
[City, State, Zip Code]

Subject: Request for Unemployment Eligibility Check

Dear [Recipient's Name],

I am writing to formally request a review of my unemployment insurance eligibility. My name is [Your Full Name], and my Social Security Number is [Your SSN].

I filed an unemployment claim on [Date of Claim] and received a notification regarding my eligibility which I would like to discuss further.

The specific details regarding my claim are as follows:

- Claimant ID: [Claimant ID]
- Date of Birth: [Your DOB]
- Last Employer: [Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]

I believe there may have been an oversight in determining my eligibility based on the following reasons:

[Briefly explain your reasons for believing you are eligible].

I would appreciate your prompt attention to this matter and kindly request a written response outlining my eligibility status. Please feel free to contact me via the phone number or email provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]