

[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: Unemployment Claim Inquiry

Dear Unemployment Office,

I hope this letter finds you well. I am writing to inquire about the status of my unemployment claim filed on [insert date of claim]. My Social Security Number is [insert SSN], and my claim number is [insert claim number].

I have not received any updates regarding my claim, and I would appreciate any information you could provide me about its status. If there are any additional documents or information required from my end to expedite the process, please let me know.

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

Sincerely,  
[Your Name]