

[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 Unemployment Benefits Office,

Subject: Application for Unemployment Benefits

I hope this letter finds you well. I am writing to formally apply for unemployment benefits due to my recent job loss. My details are as follows:

- Social Security Number: [Your SSN]
- Last Employer: [Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Brief description of the reason for job loss]

I have attached all necessary documentation, including my employment records and identification, to support my application.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]