

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

West Virginia Division of Workforce West Virginia  
Unemployment Insurance - Claims

[Division Address]  
[City, State, ZIP Code]

Subject: Unemployment Claim Explanation

Dear [Claims Department/Specific Name],

I am writing to provide an explanation regarding my unemployment claim  
[Claim Number] filed on [Date of Claim].

I would like to clarify the circumstances surrounding my unemployment:

1. **\*\*Reason for Unemployment\*\***: [Briefly explain the reason for your unemployment, e.g., job termination, layoff, etc.]
2. **\*\*Employment History\*\***: [Mention your previous employer, dates of employment, and job title.]
3. **\*\*Efforts to Find Work\*\***: [Outline any steps you have taken to secure new employment since losing your job.]
4. **\*\*Supporting Documents\*\***: [List any attached documents that support your claim, e.g., termination letter, pay stubs, etc.]

I appreciate your attention to this matter and look forward to resolving any issues regarding my claim. Please feel free to contact me if you require further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]