

[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: Adjustment Request for Unemployment Claims

Dear [Recipient's Name or "Claims Examiner"],

I am writing to request an adjustment to my unemployment claim, [Claim Number], filed on [Date of Claim Filing]. I believe there has been an error regarding [briefly explain the nature of the error or issue].

[Provide details about the claim, including specific dates, amounts, and any relevant information that supports your case.]

I have attached all necessary documentation, including [list any attached documents like pay stubs, employer statements, etc.], to support my request.

I appreciate your attention to this matter and look forward to resolving this issue promptly. Please feel free to contact me at [your phone number] or [your email address] if you need any additional information. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]