

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

West Virginia Division of Unemployment Compensation

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

Subject: Eligibility for Unemployment Benefits

Dear [Recipient's Name],

I am writing to formally request a determination of my eligibility for unemployment benefits in West Virginia.

I was employed at [Company Name] as a [Your Job Title] from [Start Date] to [End Date]. Due to [reason for unemployment, e.g., layoffs, reduction in workforce], I am no longer employed.

My Social Security Number is [Your SSN], and my unemployment claim number is [Your Claim Number].

Please find attached any necessary documents, including my termination letter and proof of my previous employment.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]