

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Workforce West Virginia]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request unemployment support due to my recent job loss. My name is [Your Name], and my Social Security Number is [Your SSN].

I was employed at [Company Name] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, I lost my job due to [brief reason for unemployment, e.g., company downsizing, layoff, etc.].

I have attached all relevant documentation, including my most recent pay stubs and the termination letter from my employer. I kindly request your assistance in processing my unemployment benefits as soon as possible.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]