

[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: Request for Change of Information

Dear [Recipient's Name or "Unemployment Compensation Office"],  
I hope this letter finds you well. I am writing to request a change in my unemployment claim information. My details are as follows:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*Social Security Number:\*\* [Last Four Digits of SSN]
- \*\*Claim Number:\*\* [Your Claim Number]

I need to update the following information:

- [Specify the information to be changed, e.g., address, phone number, employment status, etc.]
- [Detail the new information, e.g., new address, new employer, etc.]

Please let me know if you require any additional documents or information to process this change. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]