

[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: Unemployment Claim Filing

Dear Sir/Madam,

I am writing to formally file a claim for unemployment benefits in accordance with West Virginia state regulations.

Personal Information:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Previous Employer: [Your Previous Employer's Name]
- Employment Dates: [Start Date] to [End Date]

Reason for Unemployment:

[Briefly explain the reason for your unemployment, e.g., layoffs, reduction in hours, etc.]

Attached Documents:

- [List any documents you are including, e.g., termination letter, pay stubs, etc.]

I appreciate your prompt attention to my claim and look forward to your response. Should you need any further information, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]