

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

West Virginia Division of Workforce West Virginia Unemployment Agency  
[Agency Address]  
[City, State, ZIP Code]

Subject: Notification of [Specify Reason, e.g., Change in Employment Status]

Dear [Agency Representative's Name/Unemployment Agency],  
I am writing to inform you of [briefly state the reason for your notification, e.g., my recent job loss, a change in employment status, etc.].

- My full name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claimant ID, if applicable]
- Date of change: [Date of the employment change]

Please let me know if you require any additional information or documentation regarding this matter.

Thank you for your attention to this notification.

Sincerely,

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