

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

West Virginia Division of Workforce West Virginia

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

Subject: Request for Unemployment Extension

Dear [Recipient's Name or Unemployment Office],

I hope this letter finds you well. I am writing to formally request an extension of my unemployment benefits due to [briefly explain your reason, e.g., ongoing job search efforts, personal circumstances, etc.]. My name is [Your Name] and my unemployment claim number is [Your Claim Number]. I began receiving unemployment benefits on [Date] and my benefits are set to expire on [Expiration Date].

Despite my efforts to secure employment, I have encountered [mention any challenges you are facing, e.g., limited job openings, skill requirements, etc.]. I am actively applying for positions and continuing to seek new opportunities in my field.

I believe that an extension would provide me with the necessary support to continue my job search and ultimately secure stable employment.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]