

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

Dear [Recipient's Name],

Subject: Response to Unemployment Benefits Request - [Claimant's Name/Claim Number]

I am writing in response to your request concerning the unemployment benefits application of [Claimant's Name] with claim number [Claim Number].

[Provide any necessary information and context regarding the application, including details or documentation that support the claim or any discrepancies that may need addressing.]

I appreciate your consideration of this matter and look forward to your prompt response. Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]