

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

West Virginia Division of Unemployment Compensation
[Address of the Office or Department]
[City, State, Zip Code]

Subject: Submission of Additional Documents for Unemployment Claim

Dear [Recipient's Name or "Unemployment Compensation Department"],
I am writing to submit additional documents related to my unemployment
claim, which I filed on [Date of Claim]. My claim number is [Your Claim
Number].

Enclosed, please find the following documents to support my claim:

1. [List Document 1]
2. [List Document 2]
3. [List Document 3]

I appreciate your attention to this matter and look forward to your
prompt response. If you need any further information or documentation,
please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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