

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

[Recipient Name]
[Department of Workforce West Virginia]
[Department Address]
[City, State, Zip Code]

Subject: Unemployment Status Update

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide an update regarding my unemployment status as required by the West Virginia Division of Workforce.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Claim Number: [Your Claim Number]
- Date of Initial Claim: [Date You Filed Claim]

Since my last correspondence on [Date of Last Update], my situation has changed as follows:

- [Briefly describe any new job leads, interviews, or changes in your circumstances related to your unemployment status.]

I remain actively seeking employment and am committed to fulfilling all requirements of my unemployment benefits. Please let me know if you need any further information or documentation regarding my job search efforts. Thank you for your assistance and support during this time.

Sincerely,
[Your Name]