

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

West Virginia Division of Unemployment Compensation

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

Subject: Unemployment Compensation Claim

Dear [Recipient's Name or "Unemployment Compensation Office"],
I am writing to formally submit my application for unemployment
compensation. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Last Employer: [Employer's Name]
- Employment Dates: [Start Date] to [End Date]

I became unemployed on [Date of Unemployment] due to [brief explanation
of the reason for unemployment]. I have attached all the required
documentation, including my termination letter and any additional
supporting documents.

Please let me know if you need any further information or clarification
regarding my claim. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]