

[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 Documentation Submission

Dear Sir/Madam,

I am writing to submit the necessary documentation for my unemployment benefits application. Please find enclosed the following documents:

1. Completed Application for Unemployment Benefits
2. Proof of Employment (W-2 forms, pay stubs, etc.)
3. Identification (copy of driver's license or state ID)
4. Additional documentation (if applicable)

My Social Security Number is: [XXX-XX-XXXX]

My Claim ID (if available): [Claim ID Number]

Should you require any additional information or further documentation, please do not hesitate to contact me at the phone number listed above or via email.

Thank you for your attention to this matter.

Sincerely,

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