

[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: Formal Complaint Regarding Unemployment Claim

Dear Sir/Madam,

I am writing to formally submit a complaint regarding my unemployment claim, [Claim Number], which has been handled by the West Virginia Division of Unemployment Compensation.

I began receiving unemployment benefits on [Start Date] and have encountered the following issues:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

Despite my attempts to resolve these issues through previous correspondence and inquiries, I have not received a satisfactory response.

I kindly request your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]