

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

West Virginia Division of Unemployment Compensation

[Office Address if known]
[City, State, ZIP Code]

Subject: Application for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally apply for unemployment benefits due to my recent job loss. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Last Employer: [Your Last Employer's Name]
- Job Title: [Your Job Title]
- Date of Separation: [Date of Job Loss]

The reason for my unemployment is [briefly explain reason for job loss, e.g., company layoff, reduction in workforce, etc.].

I have enclosed the necessary documentation, including [list any documents you are including, such as termination letter, pay stubs, etc.]. I kindly request that my application be processed as soon as possible, as I am in need of assistance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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