

[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: Inquiry Regarding Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to inquire about my
unemployment benefits application, which I submitted on [Date of
Application]. My Social Security Number is [Your SSN], and my case number
is [Your Case Number].

I would like to request an update on the status of my application, as
well as clarification on [specific questions or issues you are
experiencing].

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]