

[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 Eligibility

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to inquire about my eligibility for unemployment benefits in West Virginia.

My name is [Your Name], and my Social Security number is [Last Four Digits of Your SSN]. I recently filed a claim for unemployment benefits on [Date of Claim Filing], but I have not yet received confirmation regarding my eligibility status.

Due to [briefly explain reason for unemployment, e.g., layoff, reduction in hours, etc.], I believe I meet the necessary criteria for assistance. I would appreciate any information you can provide regarding the status of my claim, as well as any additional documentation you may need from me to expedite the process.

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

Sincerely,
[Your Name]