[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Workforce West Virginia]
[Recipient Address]
[City, State, ZIP Code]
Subject: Verification of Unemployment Benefits
Dear [Recipient Name],
I am writing to request verification of my unemployment benefits as required for [specific reason, e.g., housing application, loan application].
My details are as follows:
- Full Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX] (please ensure to handle this information securely)
- Claim Number: [Your Claim Number]
- Date of Birth: [Your Date of Birth]
I would appreciate it if you could provide documentation confirming my unemployment status and the benefits I have received. If further information is needed, please let me know.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]