

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

Subject: Appeal for Denial of Unemployment Benefits

Dear [Unemployment Office/Specific Person's Name],
I am writing to formally appeal the decision regarding my application for unemployment benefits, which was denied on [date of denial]. My claim number is [claim number].

I believe that the denial was based on [briefly explain the reason for denial], and I would like to provide additional information and clarification that supports my eligibility for benefits.

[Explain your situation, facts, and any evidence that supports your case, e.g., job loss due to layoffs, inability to find work, etc. Include specific details to strengthen your appeal.]

I kindly request a reconsideration of my application based on the information provided. I have attached [any relevant documents, such as pay stubs, termination letters, etc.] to support my case.

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]
[Your Social Security Number (if required)]