

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hearing Officer's Name]  
Unemployment Insurance Commission  
[Address]  
[City, State, ZIP Code]

Re: Unemployment Hearing - [Your Case Number]

Dear [Hearing Officer's Name],

I am writing to formally request a hearing regarding my unemployment insurance claim. My case number is [Your Case Number], and I am seeking to appeal the decision made on [Date of Decision].

I believe that the decision was incorrect for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I would appreciate the opportunity to present evidence and witness testimonies that support my case. Please inform me of the next steps and any required documentation I should prepare prior to the hearing.

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]