

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Unemployment Office Name]
[Unemployment Office Address]
[City, State, Zip Code]

Subject: Appeal for Unemployment Assistance Determination

Dear [Unemployment Office/Appeals Board Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my unemployment assistance claim, which was denied on [date of the determination letter]. My claim number is [claim number]. I believe that the decision to deny my claim was based on [briefly state the reason provided for denial]. However, I would like to present additional information that supports my eligibility for unemployment benefits.

[Clearly explain your situation, providing details, facts, and any relevant documentation. Mention any supporting evidence you are including with the letter.]

I kindly request that you review my case and reconsider the decision made. I am eager to provide any further information needed to assist in this appeal process.

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]