

[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 Claim Decision - [Your Claim Number]

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

I am writing to formally appeal the decision regarding my unemployment claim, claim number [Your Claim Number], dated [Date of Decision]. I respectfully request a review of my case based on the following grounds:

1. **[Ground for Appeal #1]**

[Brief explanation of your argument or evidence supporting your claim.]

2. **[Ground for Appeal #2]**

[Brief explanation of your argument or evidence supporting your claim.]

3. **[Ground for Appeal #3 (if applicable)]**

[Brief explanation of your argument or evidence supporting your claim.]

I believe that the evidence I have provided supports my eligibility for unemployment benefits. I have attached relevant documentation [list any attached documents, if applicable] for your review.

Thank you for your attention to this matter. I look forward to your prompt response and hope for a favorable resolution to my appeal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]