

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

Subject: Denial of Unemployment Benefits

Dear [Recipient's Name],

I am writing to formally respond to the recent denial of my application for unemployment benefits dated [Date of Denial Letter]. My application reference number is [Application Number].

I believe the decision to deny my benefits was made in error due to [briefly state the reason for denial and why you believe it is incorrect].

I have attached supporting documents, including [list documents, e.g., pay stubs, termination letter, etc.], to clarify my situation. I respectfully request that you reconsider my application based on this new evidence.

Please let me know if you require any further information or documentation. I look forward to your prompt response regarding this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]