

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

West Virginia Division of Unemployment Compensation

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

Dear Unemployment Compensation Office,

Subject: Explanation of Unemployment Overpayment Claim - [Your Claim Number]

I am writing to provide clarification regarding the overpayment notification I received for my unemployment benefits.

I acknowledge the following details surrounding my claim:

- Claim Number: [Your Claim Number]
- Period of Overpayment: [Start Date] to [End Date]
- Total Amount Overpaid: \$[Amount]

Upon reviewing my records, I understand that the overpayment occurred due to [briefly explain the reason, e.g., "misreported earnings," "incorrect eligibility determination," etc.]. I believed I was eligible based on the information I provided during my application process.

I am committed to resolving this matter and am open to any potential repayment options the Division may offer. If necessary, I would like to appeal the decision and provide additional documentation to support my case.

Please let me know if there are any specific forms or information you require from me to facilitate this process. I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Claim Number]