

[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]

Subject: Appeal for Unemployment Claim Determination, Claimant ID: [Your Claimant ID]

Dear [Appeals Review Officer's Name or "To Whom It May Concern"],
I am writing to formally appeal the decision made regarding my unemployment benefits claim (Claimant ID: [Your Claimant ID]), dated [Date of Determination]. I believe that the decision was made in error, and I respectfully request a review of my case due to the following reasons:

1. [State your first reason or argument clearly.]
2. [State your second reason or argument clearly.]
3. [Provide any additional supporting information or documentation that may help your case.]

I have attached copies of [list any enclosures such as pay stubs, letters from employers, etc.] to support my appeal.

Thank you for considering my appeal. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]