

[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: Response to Unemployment Denial - Claim # [Your Claim Number]

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

I am writing in response to the denial of my unemployment benefits for my claim dated [insert date of denial notice], reference number [your claim number].

I respectfully disagree with the decision regarding my eligibility for unemployment benefits. I believe that [briefly explain the reason you believe the denial is incorrect, e.g., the circumstances of your job loss, relevant information that supports your claim].

[Add any additional details or evidence that supports your claim, such as documents, witness statements, or explanations of your situation.]

I kindly request a reconsideration of my application and an opportunity to submit further information. Please find attached [list any documents you are including, if applicable].

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]

[Your Claim Number] (if not stated above)