

[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 Appeals Review Board,

I am writing to formally appeal the denial of my unemployment benefits, as stated in the letter I received dated [Insert date of the denial letter], with reference number [Insert reference number]. I believe there has been a misunderstanding regarding my eligibility, and I would like to present my case for reconsideration.

I was employed at [Your Employer's Name] as a [Your Job Title] from [Start Date] until [End Date]. My employment ended due to [briefly explain reason for job separation, such as layoff, reduction in workforce, etc.]. Per the guidelines of the West Virginia unemployment benefits program, I believe my situation qualifies me for assistance, and I have complied with all necessary requirements in my job search.

Enclosed with this letter are copies of [list any supporting documents you are including, such as pay stubs, termination letter, etc.] that provide additional context and support for my appeal.

I kindly request that you reconsider my application for unemployment benefits based on this information. I am hopeful for a fair review of my case and appreciate your attention to this matter.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]