

[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 of Unemployment Benefits Denial

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

I am writing to formally appeal the denial of my unemployment benefits, as stated in the letter dated [Date of Denial Letter], regarding my claim [Claim Number].

I believe the denial was made in error due to [briefly explain the reason you believe the denial is incorrect, e.g., misunderstanding of employment status, lack of documentation, etc.]. I have attached supporting documentation to clarify my situation, including [list any relevant documents you are including, such as pay stubs, termination letters, etc.].

I respectfully request a reconsideration of my claim and the opportunity to provide any additional information needed. My previous employment details are as follows:

- Employer: [Employer's Name]
- Job Title: [Your Job Title]
- Employment Dates: [Start Date] to [End Date]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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