

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

[West Virginia Division of Unemployment Compensation]
[Address of the Division]
[City, State, Zip Code]

Subject: Appeal for Unemployment Benefits Decision

Dear [Recipient's Name or "Unemployment Compensation Review Board"],
I hope this letter finds you well. I am writing to formally appeal the
decision regarding my unemployment benefits claim, which was filed on
[Date of Claim]. I received notice on [Date of Notice] that my claim was
[denied/partially denied] due to [specific reason stated in the notice].

I respectfully disagree with this decision and would like to provide
additional information that I believe supports my eligibility for
benefits. [Briefly explain your situation, including relevant details
about your employment history, reason for unemployment, and any other
pertinent information that counters the reason for denial.]

I have attached [any supporting documents, such as pay stubs, termination
letters, or any other evidence] that substantiate my claim. I believe
this information clearly demonstrates my entitlement to unemployment
benefits.

I kindly request a reconsideration of my appeal. Thank you for your
attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

[Enclosures: List any documents included with the letter]