

[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: Contest of Unemployment Claim Determination

Dear [Recipient's Name or "Claims Examiner"],

I am writing to formally contest the determination regarding my unemployment claim, dated [Date of the Determination Letter], with claim number [Your Claim Number].

[Briefly explain the reasons for contesting the determination, including any relevant details or evidence that support your case.]

I believe that the decision was made based on [specific reasons, such as a misunderstanding of facts, misplaced documentation, etc.]. The accurate information is as follows:

- [Bullet point or list any key facts or evidence that counter the determination].

I respectfully request a review of my claim based on the information provided. My employment history and circumstances warrant reconsideration of this decision.

Please confirm receipt of this letter and let me know the next steps in the review process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]