

[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 for Unemployment Claim Decision

Dear West Virginia Division of Unemployment Compensation,
I hope this letter finds you well. I am writing to formally appeal the decision regarding my unemployment claim (Claim Number: [Your Claim Number]), dated [Date of Decision].

I believe that there has been a misunderstanding concerning my eligibility for unemployment benefits. [Briefly explain the reason for your appeal, such as circumstances surrounding your employment termination or any relevant details that support your case.]

I have included the following documentation to support my appeal:

1. [List any documents, such as pay stubs, termination letters, or correspondence that bolster your case.]
2. [Additional documents.]

I kindly request that you review my appeal and consider my circumstances. I am hopeful for a favorable resolution, as I have been actively seeking employment since my termination and truly need the support provided by unemployment benefits.

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)]