

[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 Claim Decision

Dear [Claim Examiner's Name or "To Whom It May Concern"],
I am writing to formally appeal the decision regarding my unemployment benefits claim (Claim Number: [Your Claim Number]) dated [Date of Decision]. I believe this decision was made in error due to [briefly explain the reason for your appeal, e.g., misunderstanding of my employment situation, additional documentation that supports my claim, etc.].

I am providing the following information to support my appeal:

1. [List any necessary supporting documents or evidence]
2. [Explain any relevant circumstances that were not considered]
3. [Any additional evidence or information]

I respectfully request that you review my case and reconsider the decision based on the information provided. I believe I am eligible for unemployment benefits as I meet all qualifications set by West Virginia law.

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

Sincerely,

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