

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

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

Subject: Appeal for Unemployment Overpayment Notice

Dear [Unemployment Claim Representative's Name or "To Whom It May Concern"],

I am writing to formally appeal the overpayment notice I received dated [insert date of the notice], regarding my unemployment benefits claim (Claim Number: [insert claim number]). I believe this overpayment determination is incorrect due to [briefly explain your reason for the appeal, e.g., misunderstanding of eligibility, clerical error, etc.]. In support of my appeal, I have enclosed the following documents for your review:

1. [List any documents enclosed, e.g., pay stubs, correspondence, etc.]
2. [Any additional relevant documents]

I respectfully request that you reevaluate my case based on the information provided. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

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