

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

West Virginia Division of Unemployment Compensation

[Division's Address]
[City, State, ZIP Code]

Subject: Request for Hearing Regarding Unemployment Benefits

Dear Unemployment Compensation Office,

I hope this letter finds you well. I am writing to formally request a hearing regarding my unemployment benefits claim. My name is [Your Name], and my claim number is [Claim Number].

I was notified on [Date of Notification] that my application for unemployment benefits was denied due to [reason for denial]. I believe this decision was made in error and would like the opportunity to present my case for reconsideration.

I am requesting a hearing so that I may explain my situation and provide any necessary documentation that supports my claim for unemployment benefits. Please let me know the available dates and times for the hearing, and if there is any information or documents I need to bring. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]