

[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 Benefits Determination

Dear Appeals Officer,

I am writing to formally appeal the determination made regarding my unemployment benefits claim (Claimant ID: [Your Claimant ID]). I received a notice dated [Date of Notice], which stated that my application for unemployment benefits was denied due to [specific reason for denial]. I respectfully contest this decision because [briefly explain your reasons for appeal, citing any relevant details or evidence that supports your case]. I believe that I meet the eligibility requirements for receiving unemployment benefits, as I have consistently [provide a brief summary of your work history, reasons for unemployment, and any pertinent information].

Enclosed with this letter are copies of relevant documents, including [list any included documents such as pay stubs, termination letter, or any other supporting evidence].

I kindly request the opportunity to present my case in a hearing or any further proceedings concerning this matter.

Thank you for your attention to my appeal. I look forward to your prompt response.

Sincerely,

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