

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

West Virginia Division of Unemployment Compensation

[Address of the relevant office]

[City, State, Zip Code]

Subject: Appeal of Unemployment Benefits Denial - [Your Social Security Number or Claim Number]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally appeal the decision regarding my unemployment benefits application, which was denied on [date of denial]. My claim number is [claim number], and my Social Security Number is [SSN].

I believe the denial was made in error due to [briefly state the reason given for the denial and why you believe it is incorrect]. I have attached supporting documents that clearly support my case.

I kindly request that you review my appeal and the attached documentation. I am hopeful that upon reconsideration, you will find that I do qualify for unemployment benefits.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List any documents you are including]