

# Letter of Appeal for Unemployment Benefits

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Unemployment Office Name]

[Office Address]

[City, State, ZIP Code]

## **Subject: Appeal for Unemployment Benefits Claim - [Your Claim Number]**

Dear [Recipient's Name],

I am writing to formally appeal the denial of my unemployment benefits claim, reference number [Your Claim Number], dated [Date of Denial]. I believe that my claim was denied due to [brief explanation of the reason for denial, e.g., insufficient work history, etc.].

I respectfully request a review of my case based on the following information:

- [Point 1: Explanation of your eligibility]
- [Point 2: Supporting evidence or documentation]
- [Point 3: Any additional relevant details]

Thank you for your attention to this matter. I look forward to a prompt and fair review of my appeal. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any further information.

Sincerely,

[Your Signature (if mailing)]

[Your Printed Name]