

Standard denial letter template for unemployment claim

Subject: Unemployment Claim Decision

Dear [Applicant Name],

We regret to inform you that your recent unemployment claim has been reviewed and cannot be approved at this time. The decision was based on [specific reason, e.g., insufficient work history or eligibility criteria not met].

If you wish to appeal this decision, you may submit a formal request within [number of days] days from the date of this letter. Please refer to the enclosed instructions for the appeal process.

Sincerely,

[Name]

[Position]

[Agency/Organization Name]

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