

Formal denial letter template with detailed appeal instructions

Subject: Unemployment Benefits Denial Notification

Dear [Applicant Name],

After careful review of your unemployment benefits application, we regret to inform you that your claim has been denied. This decision is based on [reason for denial].

You have the right to appeal this decision. Appeals must be submitted in writing within [timeframe], and should include any supporting documentation or evidence that may assist in reconsideration.

Please contact our office at [phone/email] for further guidance on the appeals process.

Sincerely,

[Name]

[Position]

[Agency/Organization Name]

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