

Professional unemployment denial letter with instructions

Subject: Unemployment Benefits Decision

Dear [Applicant Name],

Your application for unemployment benefits has been reviewed thoroughly. Unfortunately, your claim does not meet the eligibility requirements due to [specific reason].

If you disagree with this decision, you may request a review within [number of days]. Enclosed are the steps and required documents to initiate the appeal.

We appreciate your understanding.

Sincerely,

[Name]

[Position]

[Agency/Organization Name]

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