**GENERAL UNEMPLOYMENT APPEAL LETTER**

John Doe

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Director of Unemployment Office

123 Main Street,

Suite 123CAustin,

Dear Director,

I am writing this letter to appeal the decision made by your office to terminate my unemployment benefits. I would like to notify you that there was a mistake that your office made during the benefits claims process. To continue receiving unemployment benefits, I must be reinstated as an employee. Over the last year, I have been unavailable for work due to medical reasons.

Last week, your office called me and informed me that my benefits had been reduced due to my failure to come back sooner after being absent. This is a mistake and must be corrected. My doctor recently released me from his care, and today I submitted a new application for unemployment benefits. I need to receive benefits during this difficult time.

I hope you will reconsider your decision. If you have any questions regarding my unemployment benefits, don’t hesitate to contact me at (310) 555-5678 or email me at johndoe@email.com.

Sincerely,

John Doe