**OVERPAYMENT UNEMPLOYMENT APPEAL LETTER**

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February 24, 20XX

Director of Unemployment Office

123 Main Street,

Suite 5BAustin,

Dear Director,

I appeal the decision made by your office to overpay my benefits when it was not my fault. I received a notice of miscalculation dated January 11, 20XX, stating that I received a refund of $2,183.00 to my unemployment account as an overpayment. I have included the evidence to show that I am not responsible for the overpayment.

I understand that there are several reasons why you would make an overpayment, and I want to outline the reasons that I believe should be used to rectify this situation.

First, the error was most likely made by my former employer in their calculations. This is why I have included evidence of any deductions or additions made by my employer between the dates of my two payments of unemployment benefits. Second, I believe that the overpayment occurred because of an error by the Employment Service of California. This is why I will be contacting them to request a review.

I hope you will reconsider the overpayment and forgive some or all of the amount owed to me. I need to be able to receive unemployment benefits to find a new job. If you have any questions regarding my unemployment benefits, don’t hesitate to contact me at (415) 555-1234 or email me at vincent.fox@email.com.

Sincerely,

Vincent Fox