

Sample Notice of Appearance

<Company or Individual name>

<Address>

<Date>

Clerk
Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405

RE: CBCA <number>
Appeal of <name>

NOTICE OF APPEARANCE

Dear Sir:

Please enter my appearance as counsel for/representative of <Name of party> in the above-captioned case. Mail should be directed to the undersigned at the above address. The undersigned may be reached by telephone at <number> or by email at <address>.

Sincerely,

<Signature>

<Name and Title>

<Telephone number>

<Email address>

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing Notice of Appearance was sent, by <describe the means by which the notice was transmitted> this <date>, to:

< Government Counsel>

<Address>

By: [Signature]

<Name and Title>