

*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>

<Attorney's State Bar Number(s)>

<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>