

Sample Notice of Appeal

<Company or Individual name>

<Address>

<Date>

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

RE: Contract No.: **<number>**
Project Name: **<name>**

NOTICE OF APPEAL

Dear Sir:

<Name of company or individual> hereby appeals the decision of contracting officer **<name>**, dated **<date>**, a copy of which is attached. The dispute arises under Contract No. **<number>** with **<name of agency and organizational unit>**. The dispute concerns:

<Describe the nature of the dispute involved in the contracting officer's decision and any other circumstances giving rise to this appeal>

The amount in dispute is **<dollar amount>**.

Sincerely,

<Signature>

<Name and Title>

<Telephone number>

<Email address>

cc: Contracting Officer
Attachment: Contracting Officer's Final Decision