

Sample Notice of Appeal

<Company or Individual name>

<Address>

<Date>

Clerk of the Board
Civilian Board of Contract Appeals
1800 M Street, NW, 6th Floor
Washington, DC 20036

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>

<Attorney's State Bar Number(s)>

<Telephone number>

<Email address>

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