

[Your Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

Board of Veterans' Appeals
P.O. Box 27063
Washington, DC 20038

RE: Notice of Appearance and Representation

Veteran Name: [Veteran's Full Name]

VA Claim Number: [C-Number/SSN]

Docket Number: [If applicable]

To the Board of Veterans' Appeals:

Please be advised that I, [Your Name], have been retained to represent [Veteran's Name] in their appeal currently pending before the Board of Veterans' Appeals. Enclosed with this letter, please find a signed VA Form 21-22a (Appointment of Individual as Claims Agent or Attorney).

I request that all future correspondence, notices, and decisions regarding this appeal be sent to my office at the address listed above. I also request access to the Appellant's electronic claims folder (eFolder) via the Veterans Benefits Management System (VBMS).

This representation covers all issues currently on appeal, including but not limited to:

- [Issue 1]
- [Issue 2]

Please acknowledge receipt of this notice and update the Veteran's record accordingly.

Sincerely,

[Signature]
[Your Printed Name]
[Title, e.g., Attorney at Law/Accredited Agent]
[VA Accreditation Number]

Enclosure: VA Form 21-22a