

[Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Department of Veterans Affairs
Evidence Intake Center
P.O. Box 4444
Janesville, WI 53547-4444

RE: Notice of Representation and Request for Higher-Level Review

Veteran Name: [Veteran's Full Name]
VA File Number: [File Number/SSN]
Date of Birth: [DOB]

To Whom It May Concern,

Please be advised that [Law Firm Name] has been retained to represent [Veteran's Name] regarding their claims for VA disability benefits. Enclosed please find a signed VA Form 21-22a (Appointment of Individual as Accredited Attorney or Agent).

On behalf of the Veteran, we are formally requesting a Higher-Level Review (HLR) of the rating decision dated [Date of Decision Notice]. We are filing VA Form 20-0996 concurrently with this letter.

We specifically contest the findings regarding the following issues:

- [Issue 1: e.g., Denial of service connection for PTSD]
- [Issue 2: e.g., Evaluation of 10% for Lumbar Strain]

The Veteran requests an Informal Conference with the Decision Review Officer (DRO). Please contact our office at [Phone Number] to schedule this conference. We intend to argue that the previous adjudicator overlooked evidence of record, specifically [Briefly mention key evidence/law], constituting a clear and unmistakable error or a failure to properly apply 38 C.F.R.

Thank you for your attention to this matter. Please direct all future correspondence regarding this claim to our office.

Sincerely,

[Signature]
[Attorney Name]
[Law Firm Name]

Enclosures: VA Form 21-22a; VA Form 20-0996