

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Name
Administrative Law Judge
Hearing Office
Address Line
City, State Zip Code

RE:

Dear Judge :

Enclosed is the current Record on Appeal.

Thank you for your cooperation in this matter. With best wishes and kindest personal regards, I remain

Yours very truly,

Enclosures

cc: