[DATE]

**Via Regular Mail and Facsimile to [Hearing Office Fax #]**

ALJ [Name]

Unemployment Insurance Appeal Board   
Administrative Law Judge Section   
[Use Hearing Office Address from Default Decision]

**RE: Request to Reopen and Notice of Appearance**

**[Your Name]**

**ALJ Case Number: 018-\_\_\_\_\_\_\_\_\_**

Dear Administrative Law Judge [NAME of Last Judge],

I request to reopen ALJ Case Number 020-[\_\_\_\_\_\_\_\_]. I was previously unable to proceed with my hearing because [she did not have representation, or other reason if applicable.]

Please send all future correspondence regarding this matter to me at the address below.

**Please do not schedule the hearing on**[insert any specific dates and times of unavailability over the next two months].

Thank you for your attention to this matter.

Sincerely,

[Name/Address]

cc:  New York State Department of Labor

Unemployment Insurance Appeal Board

P.O. Box 15131

Albany, NY 12212-5126

*Fax: (518) 402-6208*

*Tel: (518) 402-0205*