***Sent via Facsimile to 516 794-1061***

The Unemployment Insurance Appeal Board

Hearing Section

400 Oak Street, Suite 102

Garden City, NY 11530

**RE: FIRST LAST, SSN XXXX**

**UI Hearing, November 18, 2021 at 8:45 a.m.**

**ALJ Case No. XXX-XXXXX**

To whom it may concern:

I hereby submit my Notice of Appearance on the above-captioned matter. I will represent Ms. X by phone at her hearing Thursday, 11/18/2021 at 8:45 AM. **I can be reached at 917 586-5745.**

I kindly request that your office email a copy of the case file to me at email@firm.com.

Please do not hesitate to reach out with any questions.

Sincerely,

Attorney Name