[Your Firm’s Letterhead]

DATE

SENT VIA EMAIL

To:

The Unemployment Insurance Appeals Board

P.O. Box 15126

Albany, New York 12212

From:

[Your Name]

[Your Firm Address]

[Your Phone Number]

RE: [Claimant’s Name], [ALJ Case No.], Appeal Notice and Request for Transcript

Hello,

 I am the representative for [Claimant’s Name], the claimant in the above matter. This letter serves as [Claimant’s Name] official notice of intent to appeal.

 We request a copy of the transcript be sent to [email address] in order to effectively write a brief upon appeal.

Due to the need for the transcript, I request an extension of time to file the brief until 20 days after the date we are notified that the transcript is ready, pursuant to 12 NYCRR § 463.1(f) (4).

We also reserve the right to submit a reply to any briefs, statements or documents submitted by another party to this appeal within 12 days after such materials are mailed to us, pursuant to 12 NYCRR § 463.1(f) (5).

 Respectfully,

 [YOUR NAME]