**Template Cover Letter for Late-Filed Appeals**

Information requiring modification is highlighted in yellow.

[ATTORNEY LETTERHEAD]

Board of Immigration Appeals

Office of the Chief Clerk

5107 Leesburg Pike, Suite 2000

Falls Church, VA 22041

 RE: [Respondent’s Name]

 [A Number]

**Notice of Appeal**

Dear Clerk:

This office represents [Name]. Enclosed for filing please find:

* Notice of Entry of Appearance as Attorney or Accredited Representative (Form EOIR- 27);
* Notice of Appeal from a Decision of an Immigration Judge (Form EOIR-26);
* Supplement to Notice of Appeal; and
* Fee Waiver Request (Form EOIR-26A) **OR** $110 filing fee payable to the U.S. Department of Justice.

Thank you for your immediate attention to this matter.

Sincerely,

[Attorney’s Name]