

## CERTIFICATE OF SERVICE

I hereby certify that, on [Month, Day, Year], I served the foregoing, by [email (unless you used another method)], upon the following:

[Name of Contract Person or Attorney]  
[Name of Company you are protesting]  
[Address]  
[Email]

[Contracting Officer's Name]  
[Procuring Agency (e.g., VA)]  
[Procuring Activity]  
[Address]  
[Email Address]

Office of Hearings and Appeals  
U.S. Small Business Administration  
Washington, DC 20416  
ohafilings@sba.gov

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Washington, DC 20420  
Email: CVEAppealsService@va.gov  
Email: JohnBigelow.Perkins@va.gov  
Email: Harry.Alexander@va.gov

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Your Name  
Company  
Address  
Email