

**565—3.21(473) Form of notice of appeal.** All notices of appeal shall be in writing and signed by the appellant; shall designate clearly on its face that it is an appeal; shall contain a concise statement of the grounds for appeal and the requested relief; shall be accompanied by any documents or briefs, if any, which pertain to the appeal; shall be accompanied by the affidavit of mailing required in rule 3.22(473); and shall state: “Any person adversely affected by the request for relief must file a response within ten days of the date this notice is mailed to ensure that their views will be considered by the set-aside board. See rule 3.22(473).” The appellant shall state whether a request for an informal settlement conference with the director or an evidentiary hearing regarding the appeal has been made.