

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of the Court's Name]
[Small Claims Court]
[Court Address]
[City, State, Zip Code]

Dear [Clerk of the Court's Name],

Subject: Appeal of Small Claims Court Decision - Case No. [Case Number]

I am writing to formally appeal the decision made by the Small Claims Court on [Date of Decision] regarding case number [Case Number]. I was the [Plaintiff/Defendant] in this case, and I believe that there were [briefly state the grounds for your appeal, e.g., errors in judgment, misinterpretation of the law, introduction of new evidence].

[Provide a detailed explanation of your reasons for the appeal. Refer to specific facts, evidence, or legal precedents that support your case.]

I respectfully request that the court review the details of my appeal and consider overturning the previous decision. Enclosed are copies of [list any documents enclosed, such as the original judgment, evidence, or any other supporting documents].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]