

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: Appeal of [Case Name/Number]

Dear [Recipient Name or "Honorable Judge" if unknown],

I hope this letter finds you well. I am writing to formally appeal the decision rendered on [date of original decision] in the case of [case name or number].

[Briefly state the grounds for your appeal, including key points and any relevant evidence or arguments.]

I believe that the decision was unjust due to [specific reasons]. As per the [applicable law or regulation], I respectfully request a reconsideration of the case based on [mention any new information or changes in circumstances that warrant the appeal].

I have enclosed all relevant documents that support my appeal, including [list any attached documents].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Role in the Case (e.g., appellant, defendant)]