

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Court/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Appeal of Case No. [Case Number]

Dear [Recipient's Name],

I am writing to formally appeal the decision made in the case of [Case Name], Case No. [Case Number], handed down on [Date of Original Decision].

[Briefly state the grounds for your appeal. Include specific details about the decision, why you believe it was incorrect, and references to applicable laws or precedents.]

In support of my appeal, I would like to include the following points:

1. [Point 1: Explain with details]
2. [Point 2: Explain with details]
3. [Point 3: Explain with details]

I respectfully request that the [Name of the court/organization] review the case and consider the merits of my appeal. Attached are the necessary documents to support my claims.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]