

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of the Court]
[Court Name]
[Court Address]
[City, State, Zip Code]
Re: Notice of Appeal - [Case Name]
[Case Number]

Dear Clerk of the Court,

I am writing to formally appeal the decision rendered in the case of [Case Name], Case Number [Case Number], which was decided on [Date of Decision] in [Court Name]. I respectfully request that the record of this case be forwarded to the appropriate appellate court for further review. The basis for this appeal is [briefly outline the grounds for your appeal, such as legal errors, issues with the evidence presented, etc.]. I believe that the decision made by the court was in error and does not align with the laws or facts presented during the trial.

Please find enclosed the necessary documents related to this appeal, including [list any documents you are including, like a notice of appeal, relevant supporting documents, etc.].

Thank you for your attention to this matter. I look forward to your prompt processing of this appeal.

Sincerely,

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