

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

[Recipient's Name]
[Position/Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Appeal for [Specify Reason, e.g., XJail Sentence/Decision]

Dear [Recipient's Name],

I am writing to formally appeal [briefly state the decision or situation you're appealing, e.g., the length of my sentence, a disciplinary decision, etc.]. My name is [Your Name], and I am currently [provide relevant identification, e.g., inmate number, case number, etc.].

[Paragraph 1: State the reason for the appeal, providing context and details about the situation.]

[Paragraph 2: Include any evidence or arguments that support your case. Mention any mitigating circumstances or new information that may not have been considered previously.]

[Paragraph 3: Request the specific outcome you are seeking from this appeal, such as a reduction of sentence, reconsideration of evidence, etc.]

Thank you for your time and consideration of my appeal. I hope for a favorable resolution to this matter.

Sincerely,

[Your Name]

[Your Inmate Number, if applicable]