

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

[Appeals Board/Authority Name]
[Board/Authority Address]
[City, State, Zip Code]

Subject: Appeal for XJail Decision - [Your Case Number]

Dear [Appeals Board/Authority Name or "To Whom It May Concern"],
I am writing to formally appeal the decision made regarding my case [Your Case Number] concerning my incarceration at XJail. I respectfully request a review of the circumstances surrounding my case due to [briefly state grounds for appeal, e.g., new evidence, procedural errors, etc.].
[Describe your situation: include important details, any evidence supporting your claim, and reasons for appeal.]

I believe that upon review, you will find that [summarize the key reasons why the decision should be overturned].

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]