

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

[Appellate Judge's Name]  
[Appellate Court's Name]  
[Appellate Court's Address]  
[City, State, Zip Code]

Dear [Appellate Judge's Last Name],  
I hope this letter finds you well. I am writing to you regarding [briefly state the purpose of your letter, e.g., a pending appeal on a specific case].

[Provide a brief introduction of your case, summarizing relevant details, including case number, dates, and parties involved. Be concise and clear.]

[Explain the reasons for your appeal or correspondence. Include key arguments, and any pertinent information that supports your position. Maintain a respectful tone.]

[Conclude with a summary of your request or the action you hope the judge will take. Thank the judge for their time and consideration.]

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]  
[Your Organization, if applicable]  
[Optional: Your Signature]