

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Appeal Process for Case Number [Case Number]

Dear [Judge's Name],

I hope this letter finds you well. I am writing to inquire about the appeal process related to my case, [Case Name or Brief Description], which was decided on [Decision Date].

I would like to understand the necessary steps required to file an appeal, including any specific timelines I must adhere to, as well as any documentation that may need to be submitted.

If possible, I would greatly appreciate your guidance on how I can proceed with this matter. Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]