

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

[Clerk of the Court]
[Name of the Court]
[Address of the Court]
[City, State, ZIP Code]

Re: Appeal of [Case Name and Number]

Dear [Clerk's Name or "To Whom It May Concern"],

I am writing to formally appeal the decision made by [Name of Judge or Court] on [Date of Original Decision] in the case of [Case Name and Number].

[Briefly state the reason for your appeal and the specific decision you are appealing.]

I believe that [explain your reasoning and the grounds for your appeal]. Please find attached the necessary documents to support my appeal, including [list any enclosed documents, such as the original judgment, notice of appeal, etc.].

Thank you for your attention to this matter. I look forward to your prompt response regarding the next steps in the appeals process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]