

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Court Name]  
[Court Address]  
[City, State, Zip Code]  
Re: [Case Name / Case Number]  
Dear Judge [Judge's Last Name],  
I am writing to you regarding the ruling delivered on [date of ruling] in  
the case of [case name or number].  
[Brief summary of the case and the ruling].  
I respectfully request [specific request or action you are seeking, e.g.,  
reconsideration, clarification, etc.].  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]