

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Court Name]
[Institution/Court Address]
[City, State, Zip Code]

Re: Appeal of [Case Name/Case Number]

Dear [Recipient's Name],

I am writing to formally appeal the decision rendered in [Case Name/Case Number] on [Date of Original Decision]. I respectfully request that the ruling be reviewed based on [briefly state the basis of your appeal, e.g., legal error, new evidence, etc.].

[In this paragraph, provide a detailed explanation of the grounds for your appeal. Include relevant facts, legal arguments, and any applicable statutes or precedents that support your case.]

[In this paragraph, mention any supporting documents you are including, e.g., transcripts, evidence, etc., and highlight their relevance to your appeal.]

I appreciate your attention to this matter and look forward to your timely response. Should you require any additional information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering my appeal.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]