

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Court Clerk Name]
[Court Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Cost Estimate for Transcript and Record Preparation

Case Name: [Case Name]
Case Number: [Case Number]

To the Clerk of the Court:

Pursuant to [Insert Applicable Local Rule or Appellate Procedure], I am requesting a formal estimate of the costs associated with the preparation of the Clerk's Record and the Reporter's Transcript for the purposes of appeal in the above-referenced matter.

Please include the following in your cost estimate:

- Preparation and certification of the Clerk's Record.
- Transcription fees for the hearings held on [Dates of Hearings].
- Electronic filing or mailing fees.

Upon receipt of the itemized estimate, our office will provide the necessary payment to initiate the preparation of the record. Please notify us if a deposit is required immediately to begin the process.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]
[Title]