

[Date]

[Opposing Counsel Name]
[Opposing Counsel Law Firm]
[Address]
[City, State, Zip Code]

RE: [Case Name]
Case Number: [Appellate Court Case Number]
Trial Court Case Number: [Lower Court Case Number]

Dear [Counsel Name/Clerk],

Please be advised that on [Date], the [Appellant/Appellee] officially filed the [Title of Brief, e.g., Brief for the Appellant] with the [Name of Appellate Court] via [Method of Delivery, e.g., Electronic Filing / First Class Mail].

Enclosed/Attached please find a true and correct copy of the filed Brief, along with the Certificate of Service.

If you have any questions regarding this filing, please contact our office at [Phone Number].

Sincerely,

[Your Name]
[Your Law Firm]
[Your Address]
[Your Phone Number]
[Your Email]