

[Your Name/Law Firm]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email Address]

[Date]

[Opposing Counsel Name]  
[Opposing Law Firm]  
[Address Line 1]  
[Address Line 2]

RE: [Case Name]  
Appellate Case No.: [Case Number]  
Trial Court Case No.: [Trial Case Number]

Dear [Opposing Counsel Last Name],

Please find enclosed a copy of the [**Title of Brief, e.g., Brief of Appellant**], which was filed today with the [Name of Court, e.g., Court of Appeals for the Ninth Circuit] in connection with the above-referenced matter.

Pursuant to the [State/Federal] Rules of Appellate Procedure, service is being made upon you via [Method of Service, e.g., First-Class Mail / Process Server / Electronic Service].

Included with this service are the following documents:

- [Name of Document 1, e.g., Brief of Appellant]
- [Name of Document 2, e.g., Excerpts of Record / Appendix]
- [Name of Document 3, e.g., Certificate of Compliance]

Should you have any questions, please feel free to contact my office.

Sincerely,

[Your Signature]  
[Your Printed Name]

Enclosures