

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

[Date]

Clerk of the Court
[Name of Appellate Court]
[Court Address]
[City, State, Zip Code]

Re: [Case Name]
Appellate Case Number: [Case Number]

Dear Clerk of the Court,

I am writing to formally inquire about the filing status of the Supplemental Brief in the above-referenced matter.

The Supplemental Brief was submitted for filing on [Date of Submission] via [Method of Delivery: e.g., Electronic Filing / Certified Mail]. As of the date of this letter, I have not received confirmation that the brief has been formally docketed or accepted by the Court.

Please confirm whether the Supplemental Brief has been filed and if there are any outstanding requirements or deficiencies that need to be addressed. If the filing has been processed, please provide the updated docket entry information.

Thank you for your assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]