

[Date]

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

**RE: Referral of Petition for Writ of Mandamus**

**Petitioner:** [Petitioner Name]

**Respondent:** [Lower Court Judge/Agency Name]

**Lower Court Case Number:** [Case Number]

Dear Clerk of the Court,

Pursuant to [Relevant Statute or Rules of Appellate Procedure], I am officially referring the enclosed Petition for Writ of Mandamus to this Honorable Court for review.

The Petitioner seeks an order compelling the Respondent to perform a ministerial duty specifically required by law, namely: [Briefly describe the action requested, e.g., ruling on a pending motion or setting a trial date].

The following documents are attached for the Court's consideration:

- Original Petition for Writ of Mandamus
- Certified copies of the relevant Lower Court docket and orders
- Supporting Memorandum of Law
- Appendix of Exhibits
- Proof of Service upon all parties and the Respondent

The required filing fee [is enclosed / has been paid electronically / is waived via the attached In Forma Pauperis affidavit].

Please contact me at [Phone Number] or [Email Address] should you require any additional information regarding this referral.

Sincerely,

[Signature]

[Typed Name]  
[Title/Law Firm Name]  
[Address]  
[Bar Number, if applicable]