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

[Date]

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction to File Notice of Appeal
Case Name: [Case Name]
Case Number: [Case Number]
Court: [Name of Trial Court]

Dear [Attorney Name],

This letter serves as my formal instruction for your firm to initiate the appeals process regarding the judgment/order entered on [Date of Judgment] in the above-referenced matter.

Specifically, please perform the following actions:

1. Prepare and file a timely Notice of Appeal with the appropriate court.
2. Ensure all required filing fees are paid and service of process is completed on all necessary parties.
3. Order the necessary transcripts and records required for the appellate review.
4. Advise me of the specific deadlines and timeline for the appellate brief and subsequent proceedings.

I understand that filing this notice is time-sensitive and must be completed by [Deadline Date]. Please confirm receipt of these instructions and provide notification once the Notice of Appeal has been officially filed with the court.

Sincerely,

[Your Signature]

[Your Printed Name]