

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

[Date]

Clerk of the Court  
[Name of the Court]  
[Court Address]

**RE: [Case Name] vs. [Opposing Party Name]**  
**Case Number: [Original Case Number]**

Dear Clerk of the Court,

Enclosed for filing please find the Notice of Appeal regarding the [Order/Judgment] entered on [Date of Order/Judgment] in the above-referenced matter.

Also enclosed is the following:

- The filing fee in the amount of \$[Amount], or
- An Application for Waiver of Court Fees and Costs.

Please file-stamp the extra copy of the Notice of Appeal and return it to me in the provided self-addressed, stamped envelope.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]