

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Address]

[City, State, Zip Code]

**RE: [Case Name]**

**Case Number: [Trial Court Case Number]**

**Appellate Court Case Number: [If assigned]**

Dear [Opposing Counsel Last Name],

Please find enclosed a copy of the Notice of Appeal filed on behalf of [Your Client's Name] in the above-referenced matter.

The Notice of Appeal was filed with the [Name of Trial Court] on [Date of Filing] regarding the order/judgment entered on [Date of Order/Judgment].

A formal Proof of Service is also attached/included herewith.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Your Client's Name]

Enclosures: Notice of Appeal, Proof of Service