

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

[Date]

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

Re: [Case Name]  
Case Number: [Lower Court Case Number]

Dear Clerk of the Court,

Enclosed for filing please find the original and [Number] copies of the Notice of Appeal regarding the final judgment entered on [Date of Judgment] in the above-referenced matter.

Also enclosed is the following:

- [Check/Money Order] in the amount of \$[Amount] for the required filing fee.
- A copy of the order/judgment being appealed.
- A self-addressed stamped envelope for returning a file-stamped copy of the notice.

Please file these documents and return a conformed copy to me in the provided envelope. Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]