

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

[Date]

The Honorable [Judge's Full Name]  
Judge of the [Name of Court, e.g., Superior Court of California]  
[Court Address]  
[City, State, Zip Code]

Re: [Case Name/Caption]  
Case Number: [Trial Court Case Number]

Dear Judge [Judge's Last Name],

Please be advised that a Notice of Appeal was filed on [Date] regarding the [Judgment/Order] entered in the above-referenced matter on [Date of Order].

Enclosed is a courtesy copy of the filed Notice of Appeal for your records. This copy is provided to inform the Court that the matter is now proceeding to the [Name of Appellate Court].

Thank you for your time and attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Counsel for Plaintiff/Defendant or Pro Se]

Enclosure: Notice of Appeal