

# Court Appeal Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Notification of Appeal for Administrative Hearing

Dear [Recipient Name],

We hereby notify you that we are appealing the decision rendered on [Insert Date of Original Decision] regarding [Brief Description of the Case or Decision].

The appeal is scheduled for hearing on [Insert Hearing Date] at [Insert Location]. We kindly ask you to prepare for the hearing and submit any relevant documents to [Insert Relevant Office/Contact] by [Insert Submission Deadline].

If you have any questions regarding this appeal or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]