

**((DISTRICT LETTERHEAD))**

Date

Clerk of Court  
xxx Circuit Court of Appeal  
XXXXXXXXXX  
XXXXX, LA XXXXX

RE: State v.  
Parish:  
No:

Dear Sir/Madam:

In accord with C.Cr.P., Art. 915, you are hereby notified that our office filed a Motion for Appeal in the above captioned case on ((date)).

The trial court appointed the Louisiana Appeals and Writ Service [Michael A. Mitchell, Deputy State Public Defender, 301 Main Street, Suite 700, Baton Rouge, LA 70825] to handle this appeal.

If you need any additional information, please do not hesitate to contact either this office or the Louisiana Appeals & Writ Service.

Respectfully submitted,

Assistant District Public Defender  
XXXXXX  
XXXX  
PHONE: (xxx) XXX-XXXX