

[Attorney Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Client Name]
[Client Address Line 1]
[City, State, Zip Code]

RE: Appellate Strategy and Case Status - [Case Name/Lower Court Docket Number]

Dear [Client Name],

Following the recent judgment in your case, this letter outlines our proposed appellate strategy, the procedural timeline, and our communication protocol moving forward.

1. Assessment of Lower Court Ruling

We have reviewed the final order dated [Date]. Our analysis identifies the following reversible errors of law or abuse of discretion:

- [Error 1]
- [Error 2]

2. Proposed Appellate Strategy

Our primary objective is to [Request Reversal / Vacate Judgment / Remand for New Trial]. We intend to focus our opening brief on [Primary Legal Argument] as it presents the highest statistical probability of success under the [Standard of Review, e.g., De Novo] standard.

3. Key Procedural Milestones

The appellate process is governed by strict jurisdictional deadlines:

- Notice of Appeal Filing Deadline: [Date]
- Ordering of Transcripts/Record Assembly: [Date]
- Appellant's Opening Brief Due: [Date]
- Appellee's Response Brief Due: [Date]
- Oral Argument (Tentative): [Estimated Window]

4. Risks and Success Probability

While we believe the merits are strong, please be advised that appellate courts generally grant deference to [Fact-finding/Discretionary rulings]. The estimated probability of a favorable outcome is [Percentage/Qualitative Assessment].

5. Communication Guidelines

To ensure efficiency, our communication strategy will be as follows:

- **Status Updates:** You will receive a summary after every major filing or court notice.
- **Draft Review:** You will be provided with a copy of the brief for review prior to filing.
- **Inquiries:** For non-urgent questions, please contact [Paralegal/Associate Name] at [Phone/Email].

6. Financial Considerations

The estimated costs for this stage, including filing fees, transcript costs, and legal fees, are [Amount]. Please ensure the retainer is replenished by [Date].

Please sign and return the enclosed acknowledgment to signify your approval of this strategy.

Sincerely,

[Attorney Signature]

[Attorney Name]

Acknowledgment:

I, [Client Name], have reviewed the appellate strategy outlined above and authorize [Law Firm] to proceed accordingly.

Signature: _____ Date: _____