

[Attorney Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

[Date]

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

**RE: Status of Initial Appellate Brief - [Case Name/Appeal Number]**

Dear [Client Name],

I am writing to provide you with an update regarding the status of your appeal. Our office has received and finished reviewing the trial court transcripts and the record on appeal.

We have officially begun the research and drafting process for your Initial Brief. During this phase, we are identifying the strongest legal arguments to present to the appellate court. Our primary focus is on [mention specific legal issues, e.g., evidentiary rulings/sentencing errors/procedural defects].

The current deadline for filing the brief is [Date]. We may request a standard extension of time from the court if necessary to ensure the highest quality of work is produced.

We will provide you with a draft of the brief for your review prior to filing. In the meantime, please let us know if you have any questions or if your contact information has changed.

Sincerely,

[Attorney Signature]

[Attorney Name]