

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: [Case Name]
Appellate Court Case No.: [Case Number]
Subject: Notification of Final Appellate Brief Filing

Dear [Client Name],

This letter is to formally notify you that we have completed and filed the [Title of Brief, e.g., Appellant's Opening Brief / Appellee's Answering Brief] with the [Name of Court] on [Date].

The filing of this brief represents the completion of the written advocacy phase of your appeal. This document contains our legal arguments, citations to the trial record, and the specific relief we are requesting from the appellate court.

For your records, please find a copy of the final filed brief enclosed with this letter. We have also served copies of this brief on all opposing counsel as required by court rules.

Next Steps:

- **Response Filing:** The opposing party now has [Number] days to file their response brief.
- **Reply Brief:** Once they respond, we will have the opportunity to file a final "Reply Brief" to address their specific arguments.
- **Oral Argument:** After all briefs are submitted, the court will decide whether to schedule an oral argument or decide the case based solely on the written submissions.

We will continue to monitor the court's docket and will notify you immediately of any updates regarding hearing dates or rulings. Please feel free to contact our office if you have any questions regarding the contents of this brief or the appellate process moving forward.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]

Enclosure: Filed Copy of [Brief Name]