

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm/Appellate Division]

[Address]

[City, State, Zip Code]

RE: Referral for Interlocutory Appeal

Case Name: [Case Name]

Case Number: [Trial Court Case Number]

Court: [Trial Court Name]

Dear [Recipient Name],

I am writing to formally refer the above-referenced matter to your firm for the purposes of pursuing an interlocutory appeal. This referral concerns the order issued by Judge [Judge's Name] on [Date of Order].

The specific ruling at issue involves [Brief Description of the Order, e.g., a denial of summary judgment, a discovery ruling, or a jurisdictional challenge]. We believe this order meets the criteria for interlocutory review because [State Reason, e.g., it involves a controlling question of law or will result in irreparable harm if not addressed immediately].

Enclosed for your review are the following documents:

- A copy of the Order being appealed;
- The underlying Motion and Opposition briefing;
- The Transcript of the hearing held on [Date];
- The current Trial Court Docket.

The deadline for filing a [Notice of Appeal / Petition for Permission to Appeal] is [Date]. Please confirm your availability to handle this matter and let us know if you require any additional information to complete your conflicts check.

I look forward to hearing from you regarding your capacity to take on this appeal.

Sincerely,

[Your Signature]

[Your Printed Name]