

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

[Date]

[Recipient Name]
[Appellate Law Firm]
[Address Line 1]
[City, State, Zip Code]

Re: Referral for Post-Trial Motions and Appellate Review

Case Name: [Case Name]

Case Number: [Case Number]

Trial Court: [Court Name]

Dear [Recipient Name],

I am writing to formally refer the above-referenced matter to your firm for post-trial motion practice and potential appellate representation. Following the [Verdict/Judgment] rendered on [Date], we believe there are significant legal grounds for appeal.

Enclosed/Attached are the following documents for your immediate review:

- The Final Judgment or Order entered on [Date].
- The trial transcripts (if available) or relevant portions thereof.
- Key evidentiary rulings and pre-trial motions.
- A summary of the critical legal issues identified by trial counsel.

Please note that the deadline for filing [Motion for New Trial/Motion for JNOV/Notice of Appeal] is [Date]. We request that you review these materials and confirm your availability to handle this phase of the litigation by [Date].

We are available to schedule a conference call to discuss the trial record and our strategic concerns at your earliest convenience. Thank you for your consideration of this referral.

Sincerely,

[Signature]
[Printed Name]
[Title]