

[Date]

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

RE: Referral for Appellate Co-Counsel Engagement - [Case Name/Appeal Number]

Dear [Recipient Name],

I am writing to formally refer the above-referenced matter to your firm for potential engagement as appellate co-counsel. Our firm represents [Client Name] in the litigation titled [Case Name], currently pending in [Trial Court Name].

On [Date], the court issued a [Judgment/Order] regarding [Brief Description of Issue]. We are seeking your specialized expertise in appellate advocacy to assist with [the filing of the Notice of Appeal / drafting the opening brief / oral argument preparation].

Enclosed/Attached for your review are the following documents:

- The Final Judgment or Order being appealed;
- The Trial Court Docket;
- Key pleadings and motions relevant to the appeal;
- [Additional Document Name].

The deadline for filing [Document Name] is [Date]. We believe your firm's experience in [Specific Area of Law] would be of great benefit to the client. Please let us know if you have a conflict of interest or if you require additional information to evaluate this referral.

We look forward to discussing a potential fee-sharing or co-counsel arrangement in accordance with the applicable Rules of Professional Conduct, subject to the client's written consent.

Sincerely,

[Your Name]
[Your Law Firm]
[Your Phone Number]
[Your Email Address]