

[Date]

[Appellate Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral for Appellate Review - [Case Name] vs. [Opposing Party]

Dear [Appellate Attorney Name],

I am writing to formally refer the above-referenced matter to your firm for potential appellate representation. On [Date], a verdict was returned in the [Court Name] in favor of the [Plaintiff/Defendant].

Case Summary:

The trial involved [Briefly describe the nature of the civil claim, e.g., personal injury, breach of contract]. Following a [Number] day trial, the jury/court awarded [Description of verdict and damages].

Key Issues for Appeal:

We believe there are strong grounds for appeal based on the following issues encountered during trial:

- [Issue 1: e.g., Erroneous evidentiary ruling regarding X]
- [Issue 2: e.g., Improper jury instructions regarding Y]
- [Issue 3: e.g., Denial of Motion for Directed Verdict]

Critical Deadlines:

The Final Judgment was entered on [Date]. The deadline to file a Notice of Appeal is [Date]. [Mention any pending post-trial motions if applicable].

Enclosed Documents:

I have enclosed the following materials for your review:

- Final Judgment and Verdict Form
- Trial Transcripts (if available)
- Pre-trial and Post-trial Briefs
- Key Exhibits

Please let me know if you have a conflict of interest and if you are available to discuss this matter further. We look forward to your assessment of the merits of an appeal.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]