

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Appellate Attorney Name/Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral for Criminal Appeal - [Defendant Name]

Trial Court Case No: [Case Number]

Charge(s): [List Charges]

Date of Conviction/Sentencing: [Date]

Dear [Attorney Name],

I am writing to formally refer the above-referenced matter to your office for appellate representation. My firm represented [Defendant Name] during the trial court proceedings, which concluded on [Date] with a [judgment of conviction / sentence of (details)].

The defendant intends to appeal the following issues:

- [Issue 1: e.g., Denial of motion to suppress]
- [Issue 2: e.g., Evidentiary rulings during trial]
- [Issue 3: e.g., Sentencing errors]

The Notice of Appeal was filed on [Date] in the [Name of Court]. The deadline for [filing the opening brief / ordering transcripts] is currently set for [Date].

Enclosed/Attached are the following documents for your review:

- The Indictment/Information
- Judgment and Sentence Order
- Notice of Appeal
- [List any specific motions or trial transcripts available]

The defendant is currently [out on bond / incarcerated at (Facility Name)]. They can be reached through [Contact Method/Family Contact Information].

Please review these materials and let me know if you are available to accept this referral. Once you have confirmed representation, I will facilitate the full transfer of the client file.

Sincerely,

[Your Signature]

[Your Printed Name]