

[Attorney Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Appellate Counsel Name/Firm]  
[Address]  
[City, State, Zip Code]

**RE: Referral for Petition for Writ of Certiorari**

**Case Name:** [Case Name]

**Appellate Court Case No:** [Docket Number]

**Mandate/Judgment Date:** [Date]

Dear [Recipient Name],

I am writing to formally refer the above-referenced matter to your firm for the preparation and filing of a Petition for Writ of Certiorari to the [Supreme Court of the United States / State Supreme Court].

On [Date], the [Intermediate Appellate Court Name] issued a final judgment [affirming/reversing] the lower court's decision. We believe this case presents significant [federal/constitutional/legal] questions that warrant further review, specifically regarding [briefly state legal issue].

The deadline to file the Petition is [Deadline Date]. Enclosed please find the following documents for your review:

- The opinion and judgment of the Appellate Court;
- The underlying trial court record;
- Relevant briefs filed in the previous appeal; and
- A summary of our preliminary research on the certiorari merits.

Our client, [Client Name], is interested in pursuing this final stage of appeal. Please contact me at [Phone Number] or [Email] to confirm your availability to take this case and to discuss the fee arrangement and transition of files.

I look forward to hearing from you.

Sincerely,

[Signature]

[Your Printed Name]  
[Title]