

[Date]

[Client Name]

[Inmate Number, if applicable]

[Facility/Address]

[City, State, Zip Code]

Re: Notice of Declination of Appellate Representation

Dear [Client Name],

I am writing to formally notify you that I will not be able to represent you in the appeal of your conviction/sentence in the case of [Case Name and Docket Number].

My decision not to accept this case is based on [state reason briefly, e.g., current caseload / a conflict of interest / a preliminary review of the trial record] and does not constitute an opinion on the legal merits of your appeal.

Please be advised that there are strict jurisdictional deadlines for filing a Notice of Appeal and subsequent briefs. If you fail to meet these deadlines, you may lose your right to appeal forever. If you wish to pursue this matter, you should contact another attorney or the Public Defender's Office immediately.

I am returning the following documents provided to me: [List documents or state "None"].

Thank you for your inquiry. I wish you the best in your future legal endeavors.

Sincerely,

[Your Name]

[Law Firm Name]