

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Declination of Appellate Representation

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding your appeal of the judgment entered in [Case Name and Number]. We have carefully reviewed the materials provided and the trial court record.

At this time, we must formally decline to represent you in this appellate matter. Our decision to decline this case does not necessarily mean that your appeal lacks merit; rather, it is based on our current caseload and internal evaluation criteria.

Please be advised that strict deadlines apply to appellate proceedings. There are mandatory time limits for filing a Notice of Appeal, ordering transcripts, and submitting briefs. If you fail to meet these deadlines, you will lose your right to appeal. We strongly recommend that you consult with another attorney or the local bar association immediately to ensure your rights are protected.

We are returning the documents you provided to our office herewith. We will not be retaining copies of your file unless you instruct otherwise.

We wish you the best of luck with your legal matters.

Sincerely,

[Attorney Name]

[Law Firm Name]