

[Attorney Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Decision Not to Pursue Appeal - [Case Name/Lower Court Case Number]

Dear [Client Name],

As we discussed following the recent [judgment/verdict] entered on [Date] in your case, this letter serves as formal notification that this firm will not be representing you in an appeal of the court's decision.

After reviewing the trial record and the legal grounds for a potential appeal, we have determined that we are unable to handle your appellate matter. This decision is based on [briefly state reason, e.g., our evaluation of the merits of the case / our firm's current caseload / the scope of our initial representation agreement].

IMPORTANT NOTICE REGARDING DEADLINES: Please be advised that you have a limited amount of time to file a Notice of Appeal. In this jurisdiction, the deadline is generally [Number] days from the date the final judgment was entered. Failure to file the necessary documents within this timeframe will result in the permanent loss of your right to appeal.

Because we are not representing you for the appeal, you must act immediately if you wish to pursue this matter further. We recommend that you consult with another attorney who specializes in appellate law as soon as possible to ensure your rights are protected.

We will cooperate with your new counsel to provide the necessary files and documentation from your trial records upon receipt of a signed authorization. We are now closing our file regarding the trial phase of this matter.

Thank you for the opportunity to have represented you during the trial process. We wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]