

[Your Name]
[Your Law Firm]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

Re: Introduction and Potential Appellate Referral - [Case Name/Reference]

Dear [Recipient Last Name],

I am writing to formally introduce myself and my firm. I have followed your work in the field of appellate practice and highly regard your reputation for [mention specific area, e.g., jurisdictional brief writing/oral advocacy].

I am currently representing a client in a matter titled [Case Name], docketed at [Court Name], case number [Case Number]. A [judgment/order] was recently entered on [Date], and we are now evaluating the merits of an appeal. Given your specific expertise in appellate procedure and substantive law regarding [mention specific legal issue], I would like to discuss referring this matter to you for handling the appellate phase.

I have attached the following documents for your preliminary review:

1. The final order/judgment being appealed.
2. A brief summary of the trial court record and key legal issues.

Please let me know if you have a conflict of interest or if you would be available for a brief call to discuss the case details, fee arrangements, and your current capacity. I look forward to the possibility of collaborating with you.

Sincerely,

[Your Signature]

[Your Printed Name]