

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Representation Regarding Appeal of [Case Name/Number]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding the possibility of representing you in an appeal of the judgment entered on [Date of Judgment] in the case of [Case Name/Number].

We have reviewed the materials provided. This letter is to formally confirm that [Law Firm Name] will not be representing you in this matter. We have not accepted your case and no attorney-client relationship has been formed.

Please be advised that the law imposes strict time limits for filing a Notice of Appeal and for performing subsequent steps in the appellate process. These deadlines are jurisdictional; if you miss a deadline, you will likely lose your right to appeal forever. Because we are not representing you, we will not be tracking these deadlines or filing any documents on your behalf.

We strongly recommend that you consult with another attorney immediately if you still wish to pursue an appeal, as your time to act may be very short.

We are returning the original documents you provided to us [or: we are holding your documents for pickup/destroying copies as per firm policy].

Thank you for considering our firm. We wish you the best in this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]