

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

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

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

Dear [Client Name],

This letter is to formally notify you that we have filed a Notice of Appeal on your behalf in the above-referenced matter. The notice was filed with the [Name of Court] on [Date].

The filing of this notice initiates the appellate process. Please be aware that an appeal is not a new trial. The appellate court will not hear new evidence or witness testimony. Instead, the court will review the record of the original trial to determine if legal errors were made that affected the outcome of your case.

The next steps in this process typically include:

- Ordering and preparing the trial transcripts.
- Filing the record on appeal with the appellate court.
- Preparing and filing our opening legal brief.
- Reviewing the opposing party's response brief.
- Filing a reply brief, if necessary.
- Potential oral arguments before a panel of judges.

Appellate proceedings can be lengthy, often taking several months or longer to reach a final decision. We will keep you informed of all significant developments and deadlines as the case progresses.

If you have any questions regarding the appellate process or the status of your case, please do not hesitate to contact our office.

Sincerely,

[Attorney Name]
[Law Firm Name]