

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

[Date]

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

RE: Notice of Disengagement and Declination of Appeal
Matter: [Case Name/Reference Number]

Dear [Client Name],

Following the recent decision issued by the court on [Date of Judgment], we are writing to formally notify you that [Law Firm Name] will not be representing you in an appeal of this matter. Consequently, our attorney-client relationship regarding this case has concluded.

Please be advised that there are strict legal deadlines, known as statutes of limitations or filing deadlines, for filing a Notice of Appeal. In your specific case, the deadline to file an appeal is [Date, if known, otherwise state "governed by local court rules"]. If you fail to file the necessary documents by this date, you will lose your right to appeal the court's decision forever.

Because we will not be handling your appeal, we strongly recommend that you consult with another attorney immediately if you wish to pursue further legal action. This will ensure your rights are protected and all filing deadlines are met.

We are returning your original file materials to you [enclosed/via separate delivery/available for pickup]. We will maintain a digital copy of your file for our records in accordance with our firm's retention policy.

Our final invoice for services rendered through the conclusion of the trial is enclosed. Please remit payment by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Partner Name/Attorney Name]
[Law Firm Name]