

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Closure of Matter and Intent Not to Appeal

Dear [Client Name],

Following the recent [Judgment/Order/Decision] issued on [Date], I am writing to formally notify you that [Law Firm Name] is closing your file regarding [Case Name/Matter Number]. Our legal representation in this matter has now concluded.

We have carefully reviewed the trial record and the court's final ruling. Based on our professional evaluation, we have determined that there are no meritorious grounds for an appeal. Consequently, our firm will not be filing an appeal on your behalf, nor will we be representing you in any further proceedings related to this specific case.

Please be advised that there are strict statutory deadlines (statutes of limitations) for filing a Notice of Appeal. In this jurisdiction, the deadline is typically [Number] days from the date of the entry of judgment. If you wish to pursue an appeal independently or with another attorney, you must act immediately to avoid losing your right to appeal forever.

We will return your original documents to you under separate cover [or: are available for pickup at our office]. We will retain our internal file for [Number] years, after which it will be destroyed in accordance with our retention policy.

Enclosed is our final statement for services rendered. We thank you for allowing us to represent you in this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]