

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

[Date]

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

Re: Notice of Disengagement and Decision Not to Appeal

Case Name: [Case Name/Caption]

Case Number: [Case Number]

Dear [Client Name],

This letter serves to formally notify you that following the conclusion of your trial on [Date], [Law Firm Name] will be closing your file and terminating our legal representation of you in this matter.

After a thorough review of the trial record and the final judgment entered on [Date of Judgment], we have determined that we will not be pursuing an appeal on your behalf. Our evaluation indicates that there are insufficient legal grounds or reversible errors to justify an appeal with a reasonable chance of success.

Please be advised of the following critical information regarding your rights:

1. Deadlines: Your right to appeal is subject to strict statutory deadlines. In this jurisdiction, a Notice of Appeal must be filed within [Number of Days] days from the date the final judgment was entered. Failure to file by [Specific Deadline Date] will result in the permanent loss of your right to appeal.

2. New Counsel: Should you wish to seek a second opinion or proceed with an appeal, you must retain new legal counsel immediately to ensure your interests are protected and deadlines are met.

3. File Return: We are enclosing [mention any original documents being returned]. We will maintain a copy of your electronic file for [Number] years, after which it will be destroyed in accordance with our retention policy.

It has been a privilege to represent you in this matter. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]
[Law Firm Name]