

[if applicable for incarcerated clients]

**CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION**

[DATE]

[CLIENT NAME]

[CLIENT ADDRESS]

Re: [CASE NAME]

Appeal No.: [#]

Dear [CLIENT]:

I am the attorney who has been appointed to represent you on this appeal. Today, I received your background information sheet. Thank you for this information.

I have attached a document that should answer many of your questions about your appeal. Also, it is very important that you let me know your address and any changes so I can reach you during the next few months.

The best way to help me right now is to write a letter listing anything you believe was unfair in your case. Also, please let me know what you want to get from your appeal.

I am using your copy of the appellate record. When the case is finished, I will send the record to you at your last known address. If I do not have a current address, I will dispose of the record shortly after the case is finished.

I look forward to working on your appeal. If you have any questions, you can contact me at the address or telephone number above.

Sincerely,

[ATTORNEY NAME]

Encl.: Introduction to the Appellate Process