

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

**Re:** Name. vs. Name  
County Circuit Court No.

Dear Name:

Enclosed herewith please find a copy of an Order of the Circuit Court of County, affirming the decision of the Employment Security Commission regarding unemployment due Name. As you know, we appealed this matter on the basis that did not get proper notice of the hearing and requested that the matter be remanded to the for further hearings. After reviewing the transcript on appeal and the briefs submitted by the parties, the Court found that the decision of the should be affirmed.

While has the right to appeal this matter to the Supreme Court, we do not feel that there is much likelihood of success. As a result, you would be spending additional funds for very little result. Nevertheless, if you want to appeal the matter to the Supreme Court, we will be happy to do so.

Please contact either as soon as possible so that we can discuss whether you would like to proceed with appeal of this matter.

Sincerely,

Name

BY:  
Name

/  
Enclosure