

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Referral of Matter - [Case Name/Matter Description]

Dear [Recipient Name],

I am writing to formally refer [Prospective Client Name] to your firm regarding a civil litigation matter involving [Brief Description of Dispute].

After conducting a formal conflict check, our firm has determined that we cannot accept this representation due to a conflict of interest under the Rules of Professional Conduct. Specifically, [Optional: brief mention of the nature of the conflict, e.g., representation of an adverse party].

We have informed [Prospective Client Name] of this conflict and have suggested they contact you to discuss potential representation. We have not shared any confidential information with your office, nor have we provided legal advice to the prospective client beyond the notification of our inability to act.

Please find the contact information for [Prospective Client Name] below:

- Name: [Client Name]
- Phone: [Client Phone]
- Email: [Client Email]

Please notify us if you decide to accept this matter. If you have any questions regarding this referral, please feel free to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]