

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm]

[Address]

[City, State, Zip Code]

RE: Referral of [Client Name] - [Case Type/Matter Name]

Dear [Recipient Name],

I am writing to formally refer a potential legal matter to your firm involving [Client Name]. As this matter falls under the jurisdiction of [State Name], I believe your expertise in this jurisdiction would be of great benefit to the client.

Matter Summary:

[Provide a brief 2-3 sentence description of the facts, the legal issue, and any relevant deadlines or statutes of limitations.]

Conflict Check Information:

Adverse Party: [Name of Opposing Party]

Other Related Parties: [List any other relevant entities]

Client Contact Information:

Name: [Client Name]

Phone: [Client Phone]

Email: [Client Email]

Regarding the referral arrangement, I propose a referral fee of [Percentage]% of any attorney's fees recovered, subject to compliance with [State] Rule of Professional Conduct [Rule Number] and the written consent of the client. Please let me know if these terms are acceptable to your firm.

Please review this matter for any potential conflicts. If you are interested in accepting this referral, please contact the client directly or let me know so that I may facilitate an introduction.

Thank you for your consideration of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]