

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Receiving Attorney Name]

[Receiving Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Legal Referral - [Client Name]

Date of Incident: [Date]

Location of Incident: [City, State]

Dear [Attorney Last Name],

I am writing to formally refer a personal injury matter to your firm. Our office represents [Client Name] regarding a [Type of Accident, e.g., motor vehicle accident/slip and fall] that occurred on [Date].

Because this incident took place in [State], which is outside of our licensed jurisdiction, we believe your firm is better positioned to provide the necessary legal representation. Below is a brief summary of the case:

- **Client Contact:** [Client Phone/Email]
- **Nature of Injuries:** [Brief Description of Injuries]
- **Liability Summary:** [Brief Description of How Accident Happened]
- **Statute of Limitations:** [Date]

We have already informed the client of this referral. Please find attached the relevant police reports, medical records, and insurance information currently in our possession.

Regarding the referral fee, we propose a split of [Percentage]% of the total attorney's fees recovered, subject to the Rules of Professional Conduct in your state and the client's written consent. Please let us know if you are interested in accepting this matter and if you would like to execute a formal co-counsel or referral agreement.

Thank you for considering this referral. We look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]