

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Referral of Legal Matter to Out-of-State Counsel

Dear [Client Name],

I am writing to update you regarding your legal matter involving [Brief Description of Case/Matter].

As we have discussed, because this matter falls under the jurisdiction of the state of [State Name], it requires legal representation licensed to practice in that specific jurisdiction. Our firm is not currently licensed to practice law in [State Name].

To ensure you receive the best possible legal advocacy, we have identified and referred your file to the following attorney/firm who specializes in this area of law within that state:

Attorney/Firm Name: [Name of Receiving Attorney]

Address: [Firm Address]

Phone Number: [Phone Number]

Email: [Email Address]

We have already provided [Attorney Name] with the necessary preliminary documentation to review your case. They will be contacting you shortly to discuss a new representation agreement and the next steps for your case. Please note that our firm will [be/not be] remaining involved as co-counsel in a limited capacity.

If you have any questions regarding this transition, please contact our office at [Your Phone Number]. We appreciate the opportunity to have assisted you thus far.

Sincerely,

[Your Name]

[Your Law Firm Name]