

[Date]

[Receiving Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip]

**RE: Referral of [Client Name] - Fee Sharing Agreement**

Dear [Attorney Last Name],

This letter confirms the referral of [Client Name] to your firm regarding [Brief Description of Legal Matter] occurring in the state of [State Name].

Based on our discussion, the legal fees in this matter shall be shared between our firms as follows:

- **Referring Firm ([Your Firm Name]):** [Percentage]% of the total attorney's fees collected.
- **Receiving Firm ([Their Firm Name]):** [Percentage]% of the total attorney's fees collected.

It is understood that your firm will have primary responsibility for the representation and litigation of this matter. Both firms agree to remain legally responsible for the representation as required by the Rules of Professional Conduct in our respective jurisdictions.

By signing below, you confirm that the client has been informed of this referral and the fee-sharing arrangement, and that the client has provided written consent to these terms. Please also ensure that the total fee charged to the client is reasonable and does not increase solely because of this referral arrangement.

Please sign and return a copy of this letter to my office.

Sincerely,

[Your Name]

[Your Law Firm]

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**ACKNOWLEDGED AND AGREED:**

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[Receiving Attorney Signature]

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[Date]