

[Date]

[Recipient Name]

[Firm Name]

[Address Line 1]

[City, State, Zip Code]

RE: Referral of Corporate Litigation Matter - [Client Name] v. [Opposing Party]

Dear [Recipient Name],

I am writing to formally refer a corporate litigation matter to your firm regarding our client, [Client Name]. As this matter falls under the jurisdiction of [State Name], we are seeking local counsel with your expertise to handle the proceedings.

Matter Summary:

- **Nature of Dispute:** [e.g., Breach of Contract, Shareholder Dispute, Intellectual Property]
- **Current Status:** [e.g., Pre-litigation, Complaint Filed, Discovery Phase]
- **Opposing Party:** [Opposing Party Name]
- **Governing Law:** [State]

We have conducted a preliminary conflict check on our end, and we request that you perform a conflict check within your firm. If you are cleared to accept this referral, please provide us with your standard engagement agreement and fee schedule.

Attached are the relevant case documents and a summary of the work performed to date. We look forward to discussing the possibility of your firm representing our client in this jurisdiction.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]