

[Your Name]  
[Your Law Firm]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Receiving Attorney Name]  
[Receiving Law Firm]  
[Address]  
[City, State, Zip Code]

**RE: Referral of Family Law Matter - [Client Name]**

Dear [Attorney Last Name],

I am writing to formally refer [Client Name] to your office regarding a family law matter that falls under the jurisdiction of [State Name].

My firm currently represents [Client Name] in [Your State] regarding [briefly mention related local matter, e.g., a pending divorce]. However, it has been determined that [State Name] is the proper forum for issues pertaining to [Child Custody / Property Division / Support] due to [brief reason, e.g., the residency of the children/Uniform Child Custody Jurisdiction and Enforcement Act].

**Case Summary:**

- Client Contact: [Phone Number/Email]
- Opposing Party: [Name]
- Key Issues: [List issues, e.g., Interstate custody, out-of-state assets]
- Pending Deadlines: [List any urgent dates or "None"]

I have advised the client to contact your office to schedule a consultation. Please find attached the relevant documents and pleadings currently in our possession. If you accept this referral, please let my office know so we can coordinate any necessary transfer of files or joint representation agreements.

Thank you for your consideration of this matter. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]