

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm Name]

[Recipient Address]

[City, State, Zip Code]

RE: Referral for Local Counsel - [Client Name] vs. [Opposing Party]

Dear [Recipient Last Name],

I am writing to formally refer a legal matter to your firm involving our client, [Client Name]. As this matter falls under the jurisdiction of [State/County], we are seeking experienced local counsel to represent our client's interests in this region.

Case Summary:

The matter involves [Brief description of the case, e.g., a personal injury claim, breach of contract, or real estate dispute]. The current status of the case is [Current status, e.g., pre-litigation, complaint filed, or discovery phase].

Reason for Referral:

We are referring this case to you because of your firm's expertise in [Specific Practice Area] and your familiarity with the local courts in [Jurisdiction].

Proposed Arrangement:

We would like to discuss a [Co-counsel / Referral fee] arrangement in accordance with the professional conduct rules of both our respective jurisdictions. Please let us know if you have any conflicts of interest regarding the parties involved.

Attached are relevant documents including [List documents, e.g., the initial complaint, police reports, or contracts] for your review.

Please contact me at your earliest convenience to discuss whether you can accept this referral and to finalize the terms of our association.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]