

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm]

[Address]

[City, State, Zip Code]

RE: Referral of Real Estate Matter - [Property Address/Client Name]

Dear [Recipient Name],

I am writing to formally refer a real estate matter to your office. Our client, [Client Name], requires legal representation regarding a property located at [Full Property Address], which falls under your jurisdiction in the state of [State Name].

The matter pertains to [Briefly describe the matter, e.g., a commercial purchase agreement, a boundary dispute, or residential closing]. Because our firm is not licensed to practice in [State Name], we believe your expertise in local real estate law would be of great benefit to the client.

The following documents are enclosed for your preliminary review:

- [Document 1]

- [Document 2]

- [Document 3]

Regarding professional fees, we suggest a referral fee of [Percentage]% of the total legal fees collected, subject to the Rules of Professional Conduct in your jurisdiction and the client's written consent. Please let us know if this is acceptable so we may prepare the necessary disclosure forms.

Please contact the client directly at [Client Phone Number/Email] to schedule an initial consultation. Kindly keep our office copied on major developments for our records.

We look forward to working with you on this matter. Please confirm receipt of this referral at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]