

[Date]

[Receiving Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

**Re: Referral of [Client Name] - [Case Type/Matter Description]**

Dear [Attorney Last Name],

I am writing to formally introduce my client, [Client Name], who requires legal representation in [State/Jurisdiction] regarding [Brief Description of Legal Matter].

As my firm does not practice in your jurisdiction, I am referring [Client Name] to you based on your expertise in [Practice Area]. I have advised the client to contact your office directly to schedule an initial consultation.

Attached for your review are the following preliminary documents:

- [Document 1]
- [Document 2]

Please let me know if you are able to accept this matter and if you require any additional information from my file. Regarding any potential referral fee, I look forward to discussing an agreement that complies with the professional conduct rules of both our jurisdictions.

Thank you for your time and professional consideration.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]