

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Receiving Attorney Name]

[Receiving Law Firm Name]

[Address]

[City, State, Zip Code]

RE: LEGAL REFERRAL

Client Name: [Client Name]

Matter: [Type of Charge, e.g., Felony DUI / Drug Possession]

Jurisdiction: [County/State of Case]

Dear [Attorney Last Name],

I am writing to formally refer [Client Name] to your office for legal representation regarding a criminal matter in [State]. As I am not licensed to practice in your jurisdiction, I believe your expertise in local criminal defense would be of great benefit to the client.

Case Summary:

The client is currently facing charges of [List specific charges] in [Court Name]. The next scheduled court appearance is [Date] for a [Type of Hearing]. [Briefly mention any urgent deadlines or bond status].

Conflict Check:

Please perform a conflict of interest check at your earliest convenience. If you are able to accept this referral, please notify me so that I may facilitate the transfer of any preliminary files or discovery materials currently in my possession.

Fee Arrangement:

[State whether you are seeking a referral fee as permitted by the Rules of Professional Conduct, or if the client will be handling all financial arrangements directly with the new firm].

The client can be reached directly at [Client Phone Number] or [Client Email Address]. I have advised them to expect a communication from your office.

Thank you for considering this matter. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]