

[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: Referral for Probate/Estate Matter - Estate of [Deceased Full Name]

Dear [Attorney Last Name],

I am writing to formally refer a legal matter to your office regarding the estate of [Deceased Full Name], who passed away on [Date of Death].

The deceased was a resident of [Your County/State]; however, it has been determined that the estate requires legal representation in [Their State/Jurisdiction] due to the following:

- [Real property located in your jurisdiction]
- [Ancillary probate requirements]
- [Ongoing litigation or business interests in your state]

I have spoken with the Personal Representative, [Name of Executor/Administrator], and they have consented to this referral. Attached for your review are the following documents:

- Copy of the Death Certificate
- Copy of the Last Will and Testament (if applicable)
- Inventory of assets located in your jurisdiction

Please review these materials and confirm if your firm is available to accept this matter. Once confirmed, please provide your standard retainer agreement and fee schedule so I may facilitate the introduction between you and the client.

I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]