

[Your Name]
[Your Firm/Organization Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Firm Name]
[Recipient Address]
[City, State, Zip Code]

RE: Referral of [Client Name] for Family Law Representation

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your office for legal representation regarding a family law matter. My firm currently represents [Client Name] in [mention existing legal matter, e.g., estate planning], but we do not handle specialized family law litigation.

The client requires assistance with the following issues: [List specific issues, e.g., divorce, child custody, spousal support, or domestic violence restraining orders].

I have advised [Client Name] of your expertise in this field, and they have consented to this referral. I have attached the following documents for your initial review with the client's permission:

- [Document 1]
- [Document 2]
- [Document 3]

Please let me know if you are available to consult with [Client Name]. They can be reached directly at [Client Phone Number] or [Client Email Address].

Thank you for your time and professional consideration of this matter. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]