

[Date]

[Recipient Name]

[Recipient Law Firm/Company]

[Address Line 1]

[Address Line 2]

Re: Referral of Intellectual Property Matter - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your practice for legal assistance regarding an Intellectual Property matter. Based on your expertise in [Specific Area, e.g., Patent Prosecution / Trademark Litigation], I believe you are best suited to handle this case.

The matter involves the following:

- **Nature of Matter:** [Brief description, e.g., Patent filing for a medical device]
- **Current Status:** [e.g., Initial discovery phase / Pending application]
- **Urgency:** [e.g., Immediate deadline on Date / Non-urgent]

I have advised the client to contact your office directly. Alternatively, you may reach them at [Client Phone Number] or [Client Email Address]. I have also attached [List any relevant documents, if applicable] for your preliminary review, provided the client has consented to this disclosure.

Please let me know if you are able to accept this referral or if there is a conflict of interest. I look forward to hearing from you regarding the next steps.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Phone Number]