

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm]

[Address]

[City, State, Zip Code]

RE: Legal Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your office for legal representation regarding a criminal defense matter.

The client is currently facing the following charges: [List Charges/Nature of Case]. The matter is currently pending in [Court Name/Jurisdiction] under Case Number [Case Number, if available]. The next scheduled court appearance is [Date].

I have determined that your expertise in [Specific Area of Criminal Law] makes you the ideal counsel for this matter. I have advised the client to contact your office directly to schedule an initial consultation. With the client's written authorization, I am prepared to transfer relevant files and documents currently in my possession to assist with your review.

Regarding the referral arrangement, [State whether you are seeking a referral fee in accordance with state bar rules or if this is a professional courtesy].

Please confirm if you are able to accept this referral or if there is a conflict of interest that would prevent representation. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]