

[Your Name/Law Firm Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Law Firm Name]
[Recipient Address]

RE: Referral of [Client Name] - Personal Injury Matter

Dear [Recipient Last Name],

I am writing to formally refer [Client Name] to your office regarding a potential personal injury claim. Based on your expertise in this practice area, I believe your firm is best suited to represent their interests.

Case Summary:

- **Client Contact:** [Client Phone/Email]
- **Date of Incident:** [Date]
- **Type of Incident:** [e.g., Automobile Accident, Slip and Fall, Medical Malpractice]
- **Brief Description:** [Briefly describe the liability and injuries]

I have informed the client that I am referring them to you, and they are expecting your call. I have also attached [list any documents, e.g., police reports or medical records] for your initial review.

Regarding the referral fee, I propose that we handle this in accordance with [State Bar Rule Number] at a rate of [Percentage]%. Please send over your standard co-counsel or referral agreement for my signature if this is acceptable.

Thank you for taking a look at this matter. Please let me know if you decide to accept the case.

Sincerely,

[Your Signature]

[Your Printed Name]