

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Specialist Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral of [Client Name] - [Case Number/Type]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your office for expert consultation and representation regarding immigration law matters. Based on your specialization in [Specific Area, e.g., Deportation Defense / H-1B Visas / Asylum], I believe your firm is best equipped to handle the complexities of this case.

The client requires assistance with the following issues:

- [Briefly describe issue 1]
- [Briefly describe issue 2]
- [Briefly describe issue 3]

Enclosed/Attached are the relevant documents and case notes currently in my possession. I have informed the client that you will be contacting them directly, or they may reach out to your office to schedule an initial intake.

Please let me know if you require any additional information from my side to facilitate this transition. I look forward to hearing that you have accepted the matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]