

[Date]

[Recipient Name]

[Recipient Law Firm/Company]

[Address Line 1]

[City, State, Zip Code]

**RE: Referral of [Client Name] - Bankruptcy and Restructuring Services**

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm for legal counsel regarding bankruptcy and financial restructuring matters.

My firm currently represents [Client Name] in [mention existing relationship, e.g., general corporate matters]. However, due to recent financial challenges, they require specialized expertise in [mention specific area, e.g., Chapter 11 reorganization, creditor negotiations, or insolvency proceedings] which falls outside our current scope of practice.

Briefly, the client's situation involves:

[Insert brief summary of debt profile, pending litigation, or liquidity issues].

I have discussed your expertise with the client, and they are interested in scheduling a preliminary consultation with you. Please let me know your availability or the best point of contact to initiate the intake process.

I have CC'd the client on this correspondence to facilitate a direct introduction. I look forward to your professional assistance in helping them navigate this restructuring process.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Phone Number]

[Your Email Address]

cc: [Client Name]