

[Date]

[Referring Attorney/Firm Name]

[Address]

[City, State, Zip Code]

[Receiving Attorney Name]

[Firm Name]

[Address]

[City, State, Zip Code]

**RE: Formal Referral of [Potential Client Name]**

Dear [Receiving Attorney Name],

I am writing to formally refer [Potential Client Name] to your firm for legal representation regarding an employment and labor law matter. Based on my initial assessment, this case involves [Type of Issue: e.g., Wrongful Termination, Wage and Hour Dispute, Harassment, or Discrimination].

The potential client has been informed that your firm specializes in these matters. Below is the relevant contact information:

- **Client Name:** [Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Employer Involved:** [Employer Name]

I have attached [List of Documents: e.g., termination letter, employment contract, or pay stubs] for your preliminary review. Please notify me if you are able to accept this referral or if there is a conflict of interest. Regarding any referral fee arrangement, I suggest we discuss the terms in accordance with [State Bar Rule Number/Professional Conduct Rules].

Thank you for your time and professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Firm Name]