

[Your Name]
[Your Law Firm]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Law Firm]
[Recipient Address]
[City, State, Zip Code]

RE: Referral of Environmental Law Matter - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm for legal representation regarding an environmental law matter. As my practice focuses on [Your Practice Area], I believe your expertise in environmental litigation and regulatory compliance would be better suited for their specific needs.

The matter involves [Brief Description of Issue, e.g., Soil Contamination, Clean Water Act Compliance, or EPA Enforcement Action]. The client is currently seeking counsel to assist with [Specific Goal, e.g., navigating a site remediation or defending against an administrative penalty].

I have informed [Client Name] of your background and have provided them with your contact information. I have also attached [List any documents, if applicable, e.g., relevant notices or initial intake notes] for your preliminary review, provided with the client's consent.

Please let me know if you are able to accept this referral or if you require any further information to perform a conflict check. If you decide to move forward, I would appreciate being kept informed of the status of the matter as appropriate.

Thank you for your time and professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]