

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Law Firm/Company Name]

[Address]

[City, State, Zip Code]

RE: Referral for Intellectual Property Matter - [Client Name or Case Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm for specialized legal counsel regarding an Intellectual Property matter. Our firm currently represents this client in general corporate litigation; however, the issues involved have expanded into technical areas that require your specific expertise in [Patent / Trademark / Copyright / Trade Secret] law.

The core of this referral involves [Briefly describe the IP issue, e.g., a claim of patent infringement or a dispute over proprietary software code]. Given your extensive experience in IP litigation, we believe your counsel is best suited to protect the client's interests in this capacity.

We have informed the client of this referral, and they are expecting your contact. Attached for your initial review are the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please let us know if you have a conflict of interest regarding this matter. If you are cleared to proceed, we would like to schedule a brief call to discuss the transition of relevant files and how our respective teams can coordinate on the broader litigation strategy.

Thank you for your time and professional consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]