

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Receiving Attorney Name]

[Receiving Law Firm Name]

[Address]

[City, State, Zip Code]

**RE: Referral for Patent Filing and Prosecution - [Client Name or Project Title]**

Dear [Recipient Last Name],

I am writing to formally refer [Client Name] to your firm for legal representation regarding patent filing and prosecution services. Our firm has previously assisted this client with [Briefly mention past service, e.g., general corporate matters], but we believe your expertise in [Specific Technical Field, e.g., Electrical Engineering] is best suited for their current intellectual property needs.

The scope of this referral includes:

- Review of the initial invention disclosure.
- Conducting a prior art search and patentability analysis.
- Preparation and filing of the [Provisional/Non-Provisional] patent application.
- Representation during USPTO examination and prosecution.

I have advised the client of this referral, and they are expecting your call. Attached to this letter are the relevant case files and contact information for the client's primary point of contact.

Please confirm your availability to take on this matter and let me know if you require any further documentation or a formal conflicts check. We look forward to your professional handling of this case.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]