

[Date]

[Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral for Litigation - Trade Secret Misappropriation Case

Dear [Attorney Name],

I am writing to formally refer a potential litigation matter involving the misappropriation of trade secrets. Our client, **[Client Name]**, has discovered evidence that their proprietary information has been unlawfully acquired, disclosed, or used by **[Prospective Defendant Name]**.

Summary of Matter:

- **Description of Trade Secret:** [Briefly describe the technology, formula, customer list, or process].
- **Measures Taken to Maintain Secrecy:** [e.g., NDAs, encrypted servers, restricted physical access].
- **Nature of Misappropriation:** [e.g., Former employee downloaded data, breach of contract, industrial espionage].
- **Estimated Damages/Harm:** [Briefly mention economic loss or competitive disadvantage].

Conflict Check Information:

To facilitate your conflict check, the involved parties are:

- **Client:** [Full Legal Name of Client]
- **Adverse Party:** [Full Legal Name of Individual or Entity]
- **Related Parties/Affiliates:** [List any relevant subsidiaries or key employees]

Status of Documentation:

We have compiled a preliminary file including employment agreements, non-disclosure agreements, and forensic evidence of data transfer. These materials are ready for your review upon confirmation that no conflict exists.

Please let us know if your firm is in a position to evaluate this matter for potential representation. We would like to schedule a conference call between you and the client on **[Proposed Date/Time]**.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm/Company Name]

[Phone Number]

[Email Address]