

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Legal Representation Inquiry - [Case Type/Matter Name]

Dear [Client Name],

Thank you for contacting [Your Law Firm Name] regarding your legal matter. We appreciate the opportunity to review your request for representation.

At this time, our firm is operating at maximum caseload capacity. In order to ensure that every client receives the dedicated time and attention their case deserves, we are unable to accept new matters at this particular moment.

However, to assist you in moving forward, we would like to refer you to the following attorney(s) who may have the availability and expertise to assist you:

[Referral Attorney Name]

[Referral Firm Name]

[Referral Phone Number]

[Referral Email/Website]

Please note that we have not shared any confidential details of your case with the attorney mentioned above. We recommend contacting them at your earliest convenience, as legal matters are often subject to strict deadlines and statutes of limitations.

Thank you for your understanding. We wish you the best of luck with your legal proceedings.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]