

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Capacity Overflow and Referral for Legal Representation

Dear [Client Name],

Thank you for reaching out to [Law Firm Name] regarding your legal matter involving [Brief Description of Case].

After reviewing your request, we regret to inform you that we are unable to accept new cases at this time due to our current caseload and capacity limitations. To ensure that every client receives the attention and resources their case deserves, we must occasionally decline new matters when we have reached our maximum operational capacity.

Because your matter may be subject to strict legal deadlines or statutes of limitations, we strongly recommend that you seek alternative legal counsel immediately to protect your rights.

We have taken the liberty of identifying a firm that may be able to assist you. We recommend contacting:

[Referred Attorney Name]

[Referred Law Firm Name]

[Address]

[Phone Number]

[Email/Website]

Please note that this referral does not constitute an endorsement or a guarantee of representation by the aforementioned firm. We have not shared any of your confidential documents or case details with them; you will need to contact them directly to initiate a consultation.

Thank you for considering our firm. We wish you the best in resolving your legal matter.

Sincerely,

[Your Name]

[Title]

[Law Firm Name]