

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm Name]

[Recipient Address]

[City, State, Zip Code]

RE: Referral of Matter: [Client Name] - [Case Type/Reference Number]

Dear [Recipient Name],

I am writing to formally refer a potential client, [Client Name], to your office. Due to our firm's current caseload overflow, we are unable to provide this matter with the immediate attention it requires, and we believe your expertise is well-suited for this case.

The matter involves [Brief Description of Legal Issue, e.g., a personal injury claim arising from a motor vehicle accident]. The relevant deadlines and statutes of limitations are as follows: [Insert Key Dates].

We have informed the client of this referral and have provided them with your contact information. We have also enclosed the following documents for your preliminary review:

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

Regarding professional fees, we propose a referral fee of [Percentage/Amount] of the total legal fees recovered, subject to client consent and compliance with [State Bar Rule/Ethical Code]. Please let us know if you are interested in accepting this matter and if you would like to schedule a brief call to discuss the file details.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]