

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Legal Representation Regarding [Case Name/Matter Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to assist you with your legal needs. We appreciate the trust you have placed in our firm.

At this time, due to a temporary overflow in our current caseload, we want to ensure that your matter receives the immediate and dedicated attention it deserves. To maintain the highest standard of service, we have decided to refer your case to [Referral Attorney Name/Firm Name].

We have selected [Referral Attorney Name] because of their extensive expertise in [Area of Law] and their proven track record of success. We are confident that they are best positioned to handle your file effectively at this time.

**Next Steps:**

- With your consent, we will transfer your file and relevant documents to [Referral Attorney Name] by [Date].
- [Referral Attorney Name] will contact you directly to introduce themselves and schedule an initial consultation.
- Your fee arrangement will [remain the same / be negotiated directly with the new counsel].

Please sign and return the enclosed "Consent to Transfer" form to authorize the movement of your files. If you prefer to seek alternative counsel of your own choosing, please notify us immediately so we may return your original documents to you.

It has been a pleasure working with you, and we wish you the best with your legal matter.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]