

[Your Name]  
[Your Law Firm]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Law Firm]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Referral of Potential Client - [Potential Client Name]**

Dear [Recipient Name],

I am writing to formally refer a potential new matter to your office. The prospective client, [Potential Client Name], is seeking legal representation regarding [brief description of matter, e.g., a personal injury claim/contract dispute].

Due to our current caseload overflow, our firm is unable to take on any new matters at this time. However, based on your expertise in [Area of Law], I believe your firm would be an excellent fit for this client's needs.

I have advised [Potential Client Name] that I would be providing their contact information to you. Their contact details are as follows:

- Name: [Client Name]
- Phone: [Client Phone]
- Email: [Client Email]

I have informed the client that you will reach out to them directly to discuss the matter and to perform your own conflict check and intake process. This referral is made without any prior review of the case merits by our firm.

[Optional: Please let me know if you would like to discuss a referral fee arrangement in accordance with the Rules of Professional Conduct.]

Thank you for your time and professional courtesy. Please let me know if you are able to accept this referral or if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]