

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

[Date]

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

Re: Mutual Referral Arrangement Regarding Caseload Overflow

Dear [Recipient Last Name],

I hope this letter finds you well. I am writing to you because I am familiar with your firm's reputation for excellence in [Area of Law].

Currently, our firm is experiencing a significant increase in client inquiries. To ensure that every potential client receives the high-quality attention they deserve, we are looking to establish a formal referral relationship with a trusted colleague to handle our caseload overflow.

I would like to propose a mutual referral arrangement where we send prospective clients to your office when our current capacity is reached. Similarly, if your firm encounters overflow or faces a conflict of interest, we would welcome the opportunity to assist your clients.

I believe our practices align well in terms of professional standards and client care. I would appreciate the opportunity to discuss this further, as well as any specific referral fee structures or protocols that would be compliant with our local bar association rules.

Please let me know if you are available for a brief call or a meeting next week to discuss how we might work together.

Sincerely,

[Your Signature]

[Your Printed Name]