

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Firm Name]

[Recipient Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

I am writing to formally refer the above-referenced matter to your firm. Due to an exceptionally high volume of cases currently being handled by our office, we are seeking to transition several active files to trusted colleagues to ensure each client receives the dedicated attention their case deserves.

We believe your expertise in [Practice Area] makes your firm an ideal fit for this client. Enclosed/attached with this letter, please find the following preliminary documents:

- Client contact information
- Initial intake summary
- Key deadlines and upcoming court dates
- Relevant pleadings or police reports

I have already spoken with [Client Name] regarding the possibility of this transfer, and they are expecting a communication from your office to discuss formal representation. Please let us know if you are in a position to accept this referral so that we may facilitate the execution of a new retainer agreement and the formal transfer of the physical and electronic files.

Regarding referral fees, we propose an arrangement in accordance with [State Bar Rule Number], to be finalized upon your acceptance of the case.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]