

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Receiving Attorney Name]

[Receiving Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Referral for Legal Representation - [Client Name] - [Case Type/Matter Number]

Dear [Attorney Last Name],

I am writing to formally refer [Client Name] to your firm for legal representation regarding [brief description of legal matter].

Due to a temporary period of high caseload overflow at our firm, we are currently unable to provide [Client Name] with the immediate attention their case requires. Given your expertise in [Area of Law], I believe your firm is exceptionally well-suited to handle this matter.

I have spoken with the client regarding this referral, and they are expecting your call. Attached to this letter, please find the following documents to assist in your initial conflict check and evaluation:

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

Regarding our referral arrangement, [Standard Referral Fee Language or "we are not seeking a referral fee at this time"]. Please let my office know if you are able to accept this matter by [Date].

Thank you for your professionalism and for considering this referral. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]