

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm Name]

[Recipient Address]

[City, State, Zip Code]

RE: Referral of [Client Name] - [Practice Area, e.g., Family Law/Patent Litigation]

Dear [Recipient Last Name],

I am writing to formally refer a potential client, [Client Name], to your firm for representation regarding a [Specific Case Type] matter.

Due to a current surge in our [Specific Practice Area] caseload, our firm is currently at capacity and unable to provide this client with the immediate attention their case requires. Given your expertise and reputation in [Specific Practice Area], I believe your firm is best suited to handle this matter.

Brief Case Summary:

[Insert 2-3 sentence description of the legal issue and any upcoming deadlines].

I have advised [Client Name] that I am referring them to you, and I have provided them with your contact information. They should be reaching out to your office shortly to schedule an initial consultation.

Please let me know if you are able to accept this referral or if you require any further preliminary information. Regarding any referral fee arrangement, I suggest we discuss the terms in accordance with [State Bar Rule Number/Local Rules] once you have completed your conflict check and formally retained the client.

Thank you for your professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]