

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Referral of Legal Matter - [Case Name/Matter Description]

Dear [Client Name],

Thank you for contacting [Law Firm Name] regarding your legal matter. We appreciate the trust you have placed in our firm.

After reviewing our current commitments, I am writing to inform you that we are unable to take on your case at this time. Our firm is currently at maximum caseload capacity, and we want to ensure that every client receives the dedicated time and resources their matter deserves.

To ensure your legal needs are met promptly, we recommend that you contact [Name of Referred Attorney/Firm] at [Referred Contact Information]. They specialize in [Practice Area] and have a strong reputation for handling matters similar to yours. We have briefly discussed the general nature of your inquiry with them, and they are expecting your call should you choose to reach out.

Please note that [Law Firm Name] does not have any ongoing responsibility for your file or any upcoming deadlines. As some legal claims are subject to strict statutes of limitations, we encourage you to contact new counsel immediately to protect your rights.

We wish you the best with your legal matter and hope to be of service to you in the future.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]