

[Date]

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

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

Dear [Recipient Name],

I am writing to formally refer a prospective client, [Client Name], to your office regarding a [Matter Type] matter. Due to an unexpected overflow of urgent cases and current capacity constraints at my firm, I am unable to provide this client with the immediate attention their situation requires.

This matter involves [Brief 1-sentence description of the issue] and has a critical deadline of [Date].

I believe your expertise in this area of law makes you an excellent fit for this representation. I have informed the client that I am reaching out to you, and they are expecting a call to discuss potential representation. Their contact information is as follows:

- **Client Name:** [Client Name]
- **Phone:** [Phone Number]
- **Email:** [Email Address]

I have performed a preliminary conflict check based on the parties involved and have found no conflicts on my end. Please let me know at your earliest convenience if you are able to take on this matter or if you need any additional information from my files.

Thank you for your professional assistance in ensuring this client receives timely legal counsel.

Sincerely,

[Your Name]
[Your Law Firm]
[Your Phone Number]