

[Boutique Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Large Firm Name]
[Street Address]
[City, State, Zip Code]

Re: Referral of Litigation Matter - [Client Name / Case Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm regarding a potential litigation matter involving [brief description of case, e.g., complex commercial dispute, intellectual property infringement, etc.].

As a boutique firm specializing in [your firm's specialty], we believe this matter requires the extensive resources, multi-jurisdictional reach, and large-scale litigation support that [Large Firm Name] provides. Due to the [complexity/scale/nature] of this case, we feel it is in the client's best interest to be represented by your team.

The client is aware of this referral and is expecting your contact. Attached are the relevant documents and a summary of the deadlines currently on the docket. Please let us know if your firm is able to accept this representation after conducting your conflict check.

We look forward to discussing the details of a potential referral fee arrangement, consistent with [State Bar] ethical rules, should you move forward with the case.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]
[Boutique Firm Name]