

[Date]

[Recipient Name]
[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]

RE: Referral of Complex Commercial Matter: [Client Name/Matter Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm regarding a complex commercial litigation matter involving [Brief description of dispute, e.g., breach of fiduciary duty, intellectual property infringement, or multi-jurisdictional contract dispute].

Given your firm's extensive expertise in high-stakes commercial trials and the technical nature of this case, I believe your team is best positioned to provide the necessary representation. Our firm is unable to handle this matter due to [Reason, e.g., a conflict of interest / the specialized nature of the litigation / current caseload].

Key Details:

- **Parties Involved:** [List Plaintiff, Defendant, and Key Affiliates]
- **Current Status:** [e.g., Pre-litigation / Complaint Filed / Discovery Phase]
- **Upcoming Deadlines:** [List any immediate statutes of limitations or court dates]

I have discussed this referral with [Client Name], and they are expecting a call from your office. Please find the relevant case documents and contact information attached for your preliminary conflict check.

Regarding the referral arrangement, I would like to discuss a [percentage]% referral fee as permitted under [State Bar Rule Number/Rules of Professional Conduct], subject to the client's written consent.

Please let me know once you have cleared conflicts so we can schedule a brief call to transition the file.

Sincerely,

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