

Date: [Date]

To:

[Receiving Attorney/Law Firm Name]

[Address]

[City, State, Zip Code]

From:

[Referring Attorney/Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral of Potential Class Action Litigation

Dear [Attorney Name],

I am writing to formally refer a potential class action dispute to your firm for evaluation and possible representation. Based on our initial intake, we believe this matter aligns with your firm's expertise in complex class action litigation.

Case Summary:

[Briefly describe the nature of the dispute, e.g., consumer fraud, labor law violation, or data breach.]

Proposed Class:

[Describe the group of individuals affected, e.g., all consumers who purchased Product X between 2020 and 2023.]

Potential Defendant(s):

[Name of Entity/Company]

Key Facts and Allegations:

[List 3-4 primary facts or legal theories supporting the claim.]

Lead Plaintiff Information:

Name: [Plaintiff Name]

Contact: [Phone/Email]

We have enclosed relevant documents and intake notes for your review. Please notify us within [Number] days if your firm intends to accept this referral and proceed with an investigation.

Regarding the referral fee, we propose an arrangement in accordance with [State Bar Rule Number], subject to client consent and a formal written agreement.

Thank you for considering this matter. We look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Firm Name]