

[Sender Name]
[Sender Law Firm/Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

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

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm regarding a high-stakes corporate litigation matter involving [briefly mention core issue, e.g., a complex breach of contract, intellectual property theft, or shareholder dispute].

Due to the significant financial exposure, the complexity of the legal issues, and the profile of the parties involved, I believe your firm's specialized expertise in [Practice Area] is best suited to manage this litigation. We have determined that [mention reason for referral, e.g., conflict of interest, need for specific jurisdictional expertise, or resource requirements] necessitates this transition.

Key Details of the Matter:

- **Parties Involved:** [List Plaintiff(s) and Defendant(s)]
- **Current Status:** [e.g., Pre-litigation, Complaint Filed, Discovery Phase]
- **Critical Deadlines:** [List any upcoming court dates or statutes of limitation]
- **Estimated Value/Exposure:** [Mention approximate damages or stakes]

I have discussed this referral with [Client Name], and they are prepared to engage in an initial consultation with your team. Please find attached the relevant preliminary documents, subject to the existing confidentiality agreements.

Regarding the referral arrangement, I suggest we discuss the [referral fee/co-counsel] structure in accordance with [State/Local Bar Association] rules at your earliest convenience.

I look forward to your confirmation of interest and to coordinating a seamless transition for the client.

Sincerely,

[Signature]

[Sender Name]