

[Date]

[Attorney Name]

[Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Referral for Intellectual Property Infringement Litigation - [Client Name] vs. [Adverse Party Name]

Dear [Attorney Name],

I am writing to formally refer [Client Name] to your firm for legal representation regarding a potential intellectual property infringement lawsuit against [Adverse Party Name].

Matter Overview:

- **Type of IP:** [Patent / Trademark / Copyright / Trade Secret]
- **Registration Number:** [Number, if applicable]
- **Nature of Infringement:** [Briefly describe the unauthorized use or violation]
- **Current Status:** [e.g., Cease and Desist sent, no response received / Negotiations failed]

Conflict Check Information:

To facilitate your conflict check, the relevant parties are:

- **Client:** [Full Legal Name of Client]
- **Adverse Party:** [Full Legal Name of Alleged Infringer]
- **Related Entities:** [List any parent companies or subsidiaries]

I have attached the following documents for your preliminary review:

1. Proof of IP ownership/registration.
2. Evidence of the infringing activity.
3. Previous correspondence between the parties.

Please review these materials and let me know if your firm is in a position to accept this matter. If you are available, I will introduce you directly to the client to discuss fee structures and the engagement agreement.

Thank you for your time and professional consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]