

Date: [Insert Date]

[Recipient Name]

[Law Firm Name]

[Address]

[City, Country, Postcode]

RE: Referral of Commercial Litigation Matter - [Client Name] vs. [Adverse Party Name]

Dear [Recipient Name],

I am writing to formally refer a cross-border commercial litigation matter to your firm. Our client, [Client Name], based in [Client Country], requires legal representation regarding a dispute located in your jurisdiction.

Matter Background:

The dispute involves [briefly describe the nature of the case, e.g., breach of contract, intellectual property infringement, or international trade dispute]. The governing law of the agreement is [Insert Law] and the value of the claim is approximately [Insert Amount].

Reason for Referral:

We are seeking your expertise due to your firm's specialized knowledge in [Jurisdiction] procedural rules and commercial litigation. Specifically, we require assistance with [Insert specific tasks, e.g., filing a claim, local discovery, or enforcement of an interim injunction].

Conflict Check:

Please confirm at your earliest convenience if your firm is in a position to accept this referral and whether there are any potential conflicts of interest regarding [Adverse Party Name] or its subsidiaries.

Next Steps:

Upon your confirmation, I will provide the relevant case files and introduce you directly to the client. Please also provide your standard fee structure or engagement terms for matters of this nature.

We look forward to the possibility of collaborating with you on this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm]

[Your Contact Information]