

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm]

[Address]

[City, State, Zip Code]

RE: Referral for Specialized Co-Counsel: [Client Name] v. [Opposing Party Name]

Dear [Recipient Name],

I am writing to formally refer the above-referenced matter to your firm for potential co-counsel representation. Based on your firm's expertise in [Specific Legal Specialization/Practice Area], I believe your involvement would be of significant benefit to the client and the success of this litigation.

Case Summary:

[Provide a brief overview of the facts, the current procedural posture, and the key legal issues involved.]

Reason for Referral:

Our firm currently represents [Client Name] in this matter. However, due to the complexity of [Specific Issue, e.g., Patent Law, Medical Malpractice, Class Action Procedure], we are seeking to associate with specialized counsel to lead the [Specific Phase, e.g., discovery, trial, or appellate] portion of the case.

Proposed Fee Arrangement:

We propose a fee-sharing arrangement in accordance with [State Bar Rule Number/Rules of Professional Conduct], subject to the client's written consent. We suggest a split of [Percentage]% to your firm and [Percentage]% to our firm, based on the division of labor and responsibility.

Materials Attached:

To assist in your conflicts check and initial evaluation, I have enclosed the following:

1. [List Document, e.g., The Complaint]
2. [List Document, e.g., Key Expert Report]
3. [List Document, e.g., Summary of Damages]

Please review these materials and let me know if you are available to discuss this matter further. If you are interested in moving forward, we will schedule a meeting with the client to finalize the engagement and co-counsel agreement.

I look forward to the possibility of working with you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]