

[Date]

[Recipient Name]

[Firm Name]

[Address]

[City, State, Zip]

Re: Referral of Litigation Matter - [Client Name or Case Name]

Dear [Recipient Name],

I am writing to formally refer a litigation matter to your firm. Our boutique firm has been consulted by [Client Name] regarding a potential legal action involving [Brief Description of Dispute, e.g., Complex Commercial Contract Breach/Intellectual Property Infringement].

Given the [Scale/Jurisdiction/Complexity] of this matter, we believe your national platform and extensive resources are best suited to provide the client with the necessary representation. We have discussed your firm's expertise with the client, and they are interested in speaking with you.

Case Summary:

- **Client:** [Client Name/Company Name]
- **Adverse Party:** [Opposing Party Name]
- **Nature of Matter:** [Detailed 1-2 sentence summary]
- **Status:** [e.g., Pre-litigation / Complaint Filed / Deadline Date]

We have performed an initial conflict check on our end, but please confirm if your firm is cleared to take on this matter. Once cleared, I will introduce you directly to the client and transfer the relevant files.

Regarding our referral arrangement, we propose a fee-sharing agreement of [Percentage]% of the total fees collected, subject to [State] Bar rules and client consent. Please let us know if this is acceptable.

I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Boutique Firm Name]

[Your Phone Number]

[Your Email Address]