

[Your Name]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]

[Date]

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

**RE: Referral for Forensic Accounting and Litigation Support - [Client Name]**

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm for specialized forensic accounting and litigation support services.

The client is currently involved in a legal matter regarding [briefly state type of case, e.g., partnership dispute, embezzlement investigation, or matrimonial dissolution]. Based on the complexity of the financial records and the requirement for expert testimony, I believe your expertise is best suited to assist them.

The specific scope of work is expected to include:

- Detailed analysis of financial statements and underlying transactions.
- Identification and quantification of [missing funds / damages / undisclosed assets].
- Preparation of a comprehensive expert report for use in legal proceedings.
- Provision of expert witness testimony, if required.

I have advised [Client Name] to contact you directly to discuss the engagement. Alternatively, you may reach out to them at [Client Phone Number] or [Client Email].

Please let me know if you require any preliminary documentation or a formal introduction meeting to facilitate this referral.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]