

[Your Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Referral Recipient Name]
[Company/Agency Name]
[Address Line 1]
[City, State, Zip Code]

RE: Referral for Property Disposition - Case: [Case Name/Number]

Dear [Recipient Name],

I am writing to formally refer the disposition of the property located at **[Property Address]** to your firm. This matter arises from a litigation settlement reached on [Date] between [Party A] and [Party B].

Pursuant to the terms of the settlement agreement, the property is to be [sold/transferred/liquidated] under the following conditions:

- **Agreed Minimum Sale Price:** \$[Amount]
- **Distribution of Proceeds:** [Percentage/Amount to Party A] and [Percentage/Amount to Party B]
- **Deadline for Disposition:** [Date]

Please find enclosed the court order/settlement memorandum authorizing this disposition. We request that you provide a regular status update regarding the listing, offers received, and the estimated closing date.

Kindly acknowledge receipt of this referral and provide your standard engagement agreement for our review. Should you have any questions regarding the legal constraints of this settlement, please contact my office directly.

Sincerely,

[Signature]

[Printed Name]
[Title]