

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Agency/Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Referral for Investigative Services - [Subject Name/Case Reference]

Dear [Recipient Name],

I am writing to formally refer the matter of [Client Name/Case Name] to your agency for professional investigative services. Based on your expertise in [Specific Field, e.g., Surveillance, Background Checks, Due Diligence], I believe your firm is best suited to handle this assignment.

The scope of the required investigation includes, but is not limited to:

- [Task 1]
- [Task 2]
- [Task 3]

Attached to this letter are the relevant case files, initial findings, and contact information for the client. Please review these materials and contact [Name] at [Phone/Email] to discuss your fee structure, retainer requirements, and estimated timeline for completion.

Thank you for your professional assistance in this matter. I look forward to your confirmation of receipt and your initial assessment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/License Number]