

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

[Date]

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

Re: Introduction and Referral of [Client Name]

Dear [Recipient Last Name],

I am writing to formally introduce myself and my practice, [Your Law Firm]. As a fellow practitioner in [Your City/County], I am aware of your reputation and expertise in the field of [Recipient's Specialty/Area of Law].

I am currently representing [Client Name] regarding [briefly describe the general nature of the client's current matter]. During our consultations, it has become clear that they require legal assistance specifically related to [describe the specific issue requiring referral], which falls outside the scope of my current practice.

Given your experience in this area, I have recommended your services to [Client Name]. I have instructed the client to contact your office directly to schedule an initial consultation. For your reference, I have attached [mention any documents being sent, with client consent] to assist with your initial conflict check and review.

I look forward to the possibility of collaborating with you on this or future matters. Please let me know if you require any further information regarding this referral.

Sincerely,

[Your Signature]

[Your Printed Name]