

[Date]

[Recipient Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral of [Potential Client Name]

Dear [Recipient Attorney Last Name],

I am writing to introduce [Potential Client Name], who recently contacted my firm regarding a legal matter involving [Brief Description of Matter, e.g., a commercial lease dispute].

Due to a conflict of interest, our firm is unable to represent [Potential Client Name] in this specific matter. Given your expertise in [Practice Area], I believe you would be well-suited to assist them. I have suggested that they reach out to your office to discuss potential representation.

For your reference, the potential client can be reached at:

- Phone: [Client Phone Number]
- Email: [Client Email Address]

I have informed [Potential Client Name] that this introduction does not constitute an acceptance of their case by your firm and that any formal representation would be subject to your own conflict check and retainer agreement.

Thank you for your time and professional courtesy.

Sincerely,

[Your Name]

[Your Law Firm Name]