

[Your Name]
[Your Law Firm]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Law Firm]
[Recipient Address]

Re: Referral of [Client Name] regarding [Type of Matter/Case Name]

Dear [Recipient Last Name],

I am writing to introduce myself and to formally refer a potential client, [Client Name], to your firm. My practice is based in [Your State], and I am seeking experienced counsel in [Recipient's State] to assist with a legal matter involving [Brief description of the legal issue or cause of action].

Because this matter falls under the jurisdiction of [Recipient's State] and aligns with your firm's expertise in [Specific Practice Area], I believe your office is best suited to provide the necessary representation. [Client Name] has been informed of this referral and may be reaching out to you shortly to schedule a consultation.

I have attached the following preliminary documents for your review:

- [Document 1]
- [Document 2]

Please let me know if you are available to accept this referral or if there are any conflicts of interest that would prevent you from speaking with [Client Name]. Regarding any potential referral fee arrangement, I would like to discuss this in accordance with the professional conduct rules of our respective jurisdictions.

I look forward to the possibility of working with you. Please feel free to contact me directly at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Bar Number]