

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

[Date]

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

RE: Referral of [Client Name] regarding [Specific Legal Matter/Case Number]

Dear [Recipient Last Name],

I am writing to formally introduce my client, [Client Name], and to refer their current legal matter to your office.

As you know, my practice focuses primarily on [Your Practice Area]. [Client Name] is seeking assistance with a matter involving [Brief Description of Legal Issue]. Given your specialized expertise and distinguished track record in [Recipient's Area of Expertise], I believe your firm is best positioned to provide the high-level representation this case requires.

I have provided [Client Name] with your contact information, and they should be reaching out to your office shortly to schedule an initial consultation. With the client's consent, I have attached the following documents for your preliminary review:

- [Document 1]
- [Document 2]
- [Document 3]

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 taking on this matter. I would also appreciate it if we could discuss any customary referral fee arrangements as permitted under [State/Local] Bar Rules.

Thank you for your consideration. I look forward to the possibility of working with you.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]