

head>

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Referral of Legal Matter - [Case Name/Reference Number]

Dear [Client Name],

I am writing to provide you with an update regarding your legal representation. As we discussed, our firm is currently experiencing a high volume of cases. To ensure that your matter receives the immediate attention and dedicated time it deserves, I have arranged to refer your case to a trusted colleague.

I would like to introduce you to [Peer Attorney Name] of [Peer Law Firm Name]. I have worked with [Attorney Last Name] in the past and have full confidence in their expertise regarding [Practice Area/Case Type]. I believe they are exceptionally well-qualified to handle your file moving forward.

Next Steps:

- I have shared the necessary case background with [Attorney Last Name] to ensure a smooth transition.
- [Peer Attorney Name] will be contacting you by [Date/Timeframe] to schedule an initial consultation.
- You may reach their office directly at [Phone Number] or via email at [Email Address].

Attached to this letter is a Consent to Transfer File form. Please sign and return this to our office so that we may formally transfer your physical and electronic records to [Peer Law Firm Name].

It has been a pleasure working with you, and I am confident that you will be in excellent hands with [Attorney Last Name]. If you have any questions regarding this transition, please feel free to contact me.

Sincerely,

[Your Name]

[Your Law Firm Name]

[Your Phone Number]