

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

[Date]

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

**RE: Introduction and Client Referral - [Client Name or Matter Name]**

Dear [Recipient Last Name],

I am writing to formally introduce you to [Client Name], who is seeking specialized legal counsel regarding [Specific IP area, e.g., Patent Prosecution, Trademark Litigation, or Copyright Licensing].

As my practice currently focuses on [Your Focus Area], I believe your expertise in [Recipient's Specific IP Niche] makes you the ideal attorney to handle this matter. I have provided [Client Name] with your contact information and have encouraged them to reach out to your office for an initial consultation.

The core of the matter involves [Brief 1-2 sentence description of the IP issue].

I have attached [List of documents, if applicable] for your preliminary review, provided with the client's express consent. Please let me know if you are available to accept this referral or if there are any potential conflicts of interest we should address immediately.

I look forward to the possibility of collaborating with you or hearing how this matter progresses. Thank you for your professional assistance.

Sincerely,

[Your Signature]

[Your Printed Name]