

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

[Date]

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

Re: Introduction and Referral regarding [Client Name or Matter Name]

Dear [Recipient Last Name],

I am writing to formally introduce you to [Client Name/Company Name], who is currently seeking legal representation in connection with a corporate litigation matter involving [briefly describe nature of dispute, e.g., breach of contract, shareholder derivative suit, or intellectual property litigation].

Given your extensive expertise in [specific area of expertise] and your firm's reputation for handling complex corporate disputes, I believe you are the ideal counsel to assist them with this case. Our firm is unable to take on this matter due to [mention reason, e.g., a conflict of interest or current caseload].

I have provided the client with your contact information, and they should be reaching out to your office shortly to schedule an initial consultation. For your preliminary review, I have attached [mention any non-privileged documents or case summaries, if applicable].

Please let me know if you would like to schedule a brief call to discuss the background of this matter further. I look forward to the possibility of working together in the future.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]