

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

[Date]

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

RE: Referral of [Client Name] Regarding [Case Type/Matter Name]

Dear [Recipient Last Name],

I am writing to formally introduce myself and to refer a prospective client, [Client Name], to your office for representation in a family law matter. My practice focuses on [Your Practice Area], and I believe your expertise in [Recipient's Specific Specialty, e.g., High-Conflict Custody/Complex Asset Division] would be an excellent fit for this client's specific needs.

The matter involves [Brief 1-sentence description of the legal issue]. Due to [Reason for Referral, e.g., a conflict of interest/current caseload/specialized nature of the case], I am unable to personally handle this file at this time.

I have advised [Client Name] to contact your office directly to schedule an initial consultation. I have also enclosed/attached the following documents for your preliminary review, provided with the client's consent:

- [Document 1]
- [Document 2]

Please let me know if you are able to accept this referral or if you require any additional information. I look forward to the possibility of collaborating with you or referring future matters your way.

Sincerely,

[Your Signature]

[Your Printed Name]