

[Your Name]
[Your Law Firm]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Law Firm]
[Recipient Address]

Re: Professional Introduction and Client Referral

Dear [Recipient Name],

I am writing to formally introduce myself. I am an attorney practicing in [Your Practice Area] at [Your Law Firm]. I have heard excellent feedback regarding your expertise in estate planning and probate matters.

I am currently working with a client, [Client Name], who requires specialized estate planning services that fall outside the scope of my current practice. Specifically, they need assistance with [Brief Description of Need, e.g., Revocable Living Trusts / Tax Planning / Probate Administration].

Given your reputation in this field, I would like to refer [Client Name] to your office. I have provided them with your contact information, and they should be reaching out to you shortly to schedule a consultation.

If you are able to accept this referral, please let me know. Additionally, if there are specific materials or intake forms you would like the client to prepare in advance, I am happy to relay that information to them.

I look forward to the possibility of working together and am happy to serve as a reciprocal resource for any clients you may have who require assistance with [Your Practice Area].

Sincerely,

[Your Signature]

[Your Printed Name]