

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

[Date]

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

RE: Introduction and Referral of [Client Name]

Dear [Recipient Last Name],

I am writing to formally introduce myself and to refer a potential client, [Client Name], to your firm for legal representation.

My practice focuses primarily on [Your Practice Area], and I believe your extensive experience in criminal defense, specifically regarding [Specific Type of Case, e.g., DUI, Federal Crimes, Felonies], makes you the ideal advocate for this individual.

Case Summary:

- **Client Name:** [Client Name]
- **Charges/Legal Issue:** [Brief description of charges]
- **Current Status:** [e.g., Arraignment pending, under investigation, trial date set]
- **Jurisdiction:** [Court/County]

I have informed [Client Name] of your expertise, and they are expecting a call from your office. I have also attached [List any documents being sent, e.g., police reports, charging documents] for your initial review.

Please let me know if you are available to accept this matter. If you decide to move forward, I would be happy to discuss a referral fee arrangement in accordance with [State Bar Rule Number/Professional Conduct Rules].

Thank you for your time and for the excellent work you do for the legal community. I look forward to working with you.

Sincerely,

[Your Signature]

[Your Printed Name]