

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

[Date]

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

RE: Referral of Personal Injury Matter - [Potential Client Name]

Dear [Recipient Last Name],

I am writing to formally introduce myself and to refer a personal injury matter to your firm. Given your expertise and successful track record in handling [Specific Type of Case, e.g., medical malpractice / commercial trucking accidents], I believe your office is best suited to represent this individual.

The prospective client, [Client Name], was involved in an incident on [Date of Incident] involving [Brief Description of Accident]. Based on our initial intake, the case involves [Brief Mention of Injuries or Legal Complexity].

I have advised [Client Name] that I am referring their case to you, and they are expecting your call. Their contact information is as follows:

- **Phone:** [Client Phone Number]
- **Email:** [Client Email Address]

Please let me know if you are interested in reviewing this file. If you accept the case, I would like to discuss a referral fee arrangement in accordance with [State Bar Rule Number/State Ethics Rules].

I have attached the [Initial Police Report / Medical Records / Photos] for your preliminary review. I look forward to hearing from you regarding your interest in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]