

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

[Date]

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

Re: Introduction and Potential Referral Partnership

Dear [Recipient Last Name],

I am writing to formally introduce myself and my firm, [Your Law Firm Name]. We are a boutique practice specializing in [Your Practice Area, e.g., Intellectual Property or Family Law].

I have followed your work in [Recipient's Practice Area] for some time and highly respect your firm's reputation for [specific strength or achievement]. Because our practice areas are complementary rather than competitive, I believe there is an opportunity for a mutually beneficial referral relationship.

Currently, we frequently encounter clients who require assistance with [Specific Legal Need that the Recipient Handles]. As we do not handle those matters internally, we are looking for a trusted firm to whom we can confidently direct our clients.

Similarly, if you encounter clients in need of [Your Core Service], we would welcome the opportunity to provide them with the specialized boutique service they require. I have enclosed my digital business card and a brief overview of our firm's capabilities for your records.

I would enjoy the chance to grab a coffee or jump on a brief introductory call to learn more about your current caseload and how we might support one another's practices. Please let me know if you have any availability in the coming weeks.

Best regards,

[Your Signature]

[Your Printed Name]
[Your Title]