

[Date]

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

Re: Introduction and Potential Co-Counsel / Referral Relationship

Dear [Recipient Last Name],

I am writing to formally introduce myself and my firm, [Your Law Firm Name]. I have followed your work in [Practice Area] for some time and have been impressed by your firm's reputation for [Specific Achievement or Skill].

Our firm specializes primarily in [Your Practice Areas], and we frequently encounter matters that require the specific expertise you provide. I am reaching out to explore a potential mutual referral or co-counsel relationship. We are looking for a trusted partner to whom we can confidently refer clients when their needs fall outside our primary scope, or with whom we can collaborate on complex litigation.

I would appreciate the opportunity to learn more about your current caseload and the types of matters you are looking to bring in. Likewise, I would be happy to share more details about our firm's capabilities and how we might support your practice.

Are you available for a brief introductory call or a coffee meeting on [Date] or [Date] at [Time]?

I look forward to the possibility of working together.

Sincerely,

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