

[Your Name/Law Firm]

[Your Address]

[City, State, Zip]

[Email/Phone]

[Date]

[Recipient Name]

[Recipient Firm Name]

[Address]

[City, State, Zip]

RE: REFERRAL OF [CLIENT NAME] – [CASE/MATTER DESCRIPTION]

Dear

[Recipient Last Name]

,

I am writing to formally refer

[Client Name/Company]

to your office regarding a corporate litigation matter involving

[Brief Description of Dispute, e.g., Breach of Contract/Shareholder Dispute]

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Due to

[Reason for Referral, e.g., Conflict of Interest/Jurisdictional Constraints/Subject Matter Expertise]

, our firm is unable to represent the client in this specific instance. Given your expertise in

[Specific Area of Law]

, I believe your firm is well-positioned to provide the necessary advocacy.

The client is aware of this referral and expects your call. I have enclosed the following documents for your preliminary review:

- [Document 1]
- [Document 2]
- [Document 3]

Please contact me at your earliest convenience to confirm your availability to accept this matter and to discuss any applicable referral fee arrangements in accordance with

[State Bar Rule Number]

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Thank you for your professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]
