

Referral Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Firm/Office Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to refer a client, [Client's Name], who is in need of legal consultation regarding [brief description of the legal issue, e.g., personal injury, contract dispute, etc.].

[Client's Name] has [mention any relevant details about the client's situation and why they are seeking legal help]. I believe that your expertise in [relevant area of law] would greatly benefit them.

Please feel free to reach out to [Client's Name] directly at [Client's Phone Number] or [Client's Email Address] to arrange an appointment.

Thank you for your attention to this referral. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title/Position]