

**SAMPLE CONSENT LETTER TO REFERRAL ARRANGEMENT AND DIVISION OF FEES**

[Insert Date]

[CLIENT A]

**[Name of Client Contact]**

**[Title]**

**[Company or Entity]**

**[Address]**

Re: **[Style of Case or Description of Matter/Representation] Consent to Referral Arrangement and Division of Fees**

Dear \_\_\_\_\_:

Thank you for retaining [Law Firm] to represent you [name of client] with respect to [describe matter] (“the matter”). The scope of our services will be to represent you [name of client] in [describe scope of services].

We have sent/are sending a separate engagement letter to you [name of client] which describes the work to be performed, the attorneys expected to be involved, service delivery methods, compensation and billing arrangements, and other information based on the requirements and policies of our firm. However, this letter addresses the referral arrangement and division of fees in connection with this representation.

The representation of you [name of client] was referred to [Law Firm] by [Referring Attorney/Firm]. While [Law Firm] and [Referring Attorney/Firm] are separate and independent from each other, [Referring Attorney/Firm] will be paid a referral fee of 15% (fifteen percent) of the fee amounts, exclusive of cost reimbursements, collected by [Law Firm] with respect to this representation. As such, we are disclosing to you [name of client] this referral arrangement and the division of fees that will be made between [Law Firm] and [Referring Attorney/Firm]. Of course, the total fees and costs charged you [name of client] will not in any way be increased by virtue of this division of fees. The applicable Rules of Professional Conduct require that we advise you [name of client] of such division of fees and that you [name of client] consent/s in writing to the arrangement. We ask that you kindly provide your consent [on behalf of name of client] by signing below. Please contact us as soon as possible should you have any questions about the referral arrangement or division of fees.

Under these circumstances, if you [name of client] agree that [Law Firm] may undertake the representation of you [name of client] pursuant to the referral arrangement and division of fees as described herein, please indicate your [name of client’s] informed consent by signing below. Also, please return the executed copy of this letter to me as soon as possible, keeping a copy for your records. [Insert if the return of the signed letter is to take place via facsimile and the appropriate fax number, or insert language that a stamped, addressed envelope is enclosed for the return of the signed letter.]

Thank you. We look forward to working with you [**name of client**] on this matter.

Sincerely yours,

[**LAW FIRM**]

By: \_\_\_\_\_

**CONSENT TO REFERRAL ARRANGEMENT AND DIVISION OF FEES**

[**Client A**] hereby provides informed consent to [**Law Firm's**] representation of [**him/her/it**] under the terms of the referral arrangement and division of fees as set forth above.

[**CLIENT A**]

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_