

[Your Name]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

Dear [Recipient Name],

It was a pleasure working with you on the [sale/purchase] of your home at [Property Address]. I hope you are settling in well and enjoying your new space.

I am writing to ask for a small favor. My business is built largely on referrals from satisfied clients like you. If you know of any friends, family members, or colleagues who are considering buying or selling a home, would you please consider sharing my contact information with them?

I am committed to providing the same high level of service to anyone you refer as I did for you. I have enclosed a few of my business cards for you to pass along.

Thank you again for your trust and for your continued support. Please don't hesitate to reach out if there is anything else I can do for you.

Best regards,

[Your Signature]

[Your Printed Name]