

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

[Date]

[Recipient Name]
[Recipient Title]
[Relocation Company Name]
[Recipient Address]

Subject: Referral for Relocation Assistance: [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], for your professional relocation services. [Client Name] is planning a move from [Current City/State] to [Destination City/State] scheduled for approximately [Date].

Based on our previous interactions, I believe your company is best suited to assist them with the following needs:

- Home search and neighborhood orientation
- Household goods shipment and storage
- School search assistance
- Area settling-in services

I have discussed your services with [Client Name], and they are expecting a call or email from your team to discuss their specific requirements and budget.

You can reach the client directly at:

Phone: [Client Phone Number]
Email: [Client Email Address]

Please keep me updated on the status of this referral. I look forward to hearing about the successful transition of their move.

Sincerely,

[Your Signature]

[Your Printed Name]