

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

[Date]

[Recipient Name]
[Recipient Company]
[Address]

Subject: Referral for Property Management Services - [Property Address]

Dear [Recipient Name],

I am writing to formally refer a potential client to you for your property management services. The property owner, [Owner Name], is currently seeking professional management for their property located at:

[Property Address]
Property Type: [Residential/Commercial/Multi-family]

I have discussed your company's reputation and expertise with [Owner Name], and they are interested in learning more about how you can assist them with leasing, maintenance, and day-to-day operations. They can be reached directly at [Owner Phone Number] or [Owner Email].

Please let me know if you require any additional information regarding this lead. I would appreciate it if you could keep me updated on the status of this referral.

Thank you for your excellent service.

Best regards,

[Your Signature]

[Your Printed Name]