

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip]

Subject: Partnership Opportunity: Cross-Referral Request

Dear [Recipient Name],

I am writing to you because of your reputation as a trusted professional in the [Recipient's Industry] industry here in [City/Local Area]. Having followed your work, it is clear that we share a similar commitment to providing high-quality service to our clients.

As a broker specializing in [Your Specialty], I frequently work with clients who are in need of reliable [Recipient's Industry] services. Currently, I am looking for a trusted local partner to whom I can confidently refer my clients, knowing they will be in excellent hands.

In turn, I would appreciate being your go-to contact for any of your clients who may require assistance with [Your Services/Products]. I believe a formal cross-referral arrangement could provide significant added value to both of our client bases and help grow our respective businesses.

I would love to invite you for a brief coffee or a phone call next week to discuss how we might support one another. Please let me know if you have any availability on [Day] or [Day].

I look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]