

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]

Subject: Strategic Referral Collaboration - Probate and Real Estate Services

Dear [Recipient Last Name],

I am writing to you because of your reputation for excellence in [Recipient's Industry, e.g., Estate Law/Financial Planning/Real Estate]. My name is [Your Name] and I specialize in [Your Specialty, e.g., Probate Real Estate/Estate Liquidation] here in [City/Area].

In my practice, I frequently work with clients who are navigating the complexities of settling an estate. These individuals often require professional guidance that falls outside my immediate scope, such as [mention 1-2 services they provide, e.g., legal counsel, tax planning, or property valuation].

I am looking to establish a reciprocal referral relationship with a trusted professional to whom I can confidently direct my clients. Given your expertise, I believe our services could be highly complementary, providing our mutual clients with a more seamless and supportive experience during a difficult time.

I would welcome the opportunity to introduce myself and learn more about your business. Are you available for a brief introductory call or a coffee meeting next week?

I look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]