

Subject: Partnership Proposal: Referral Exchange Program

Dear [Recipient Name],

I am [Your Name] from [Your Company Name]. We specialize in [Your Service/Trade] and have built a reputation for quality work in the [Your Area] area.

I am reaching out because I admire the work [Recipient Company Name] does in [Recipient's Field]. Since our services often complement each other, I believe there is a great opportunity for us to support one another through a formal referral exchange.

I frequently encounter clients who are in need of a reliable [Recipient's Trade]. I would love to be able to confidently recommend your team to them. In exchange, I would appreciate being your preferred contact for any clients requiring [Your Service].

I have attached our company profile and some recent project references for your review. I would welcome the chance to grab a coffee or jump on a quick call to discuss how we can help grow each other's businesses.

Are you available for a brief conversation next week?

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Website]