

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Address]
[City, State, Zip Code]

Subject: Referral Request for Corporate Relocation Services - [Employee Name]

Dear [Recipient Name],

I am writing to request a formal referral for one of our valued employees, [Employee Name], who is currently relocating from [Current City/State] to [Destination City/State] for a corporate transfer.

As part of our relocation assistance program, we are looking for a highly qualified real estate professional in the [Destination City] area who specializes in corporate relocations. We require an agent who is familiar with the local market trends, school districts, and commute times relevant to our new office location at [Office Address].

Could you please provide the contact information for a preferred broker or agent in your network who has experience handling out-of-state corporate clients? Specifically, we are looking for assistance with:

- Home buying/leasing services
- Area orientation and neighborhood tours
- Temporary housing coordination (if applicable)
- Market analysis of the destination area

Please let us know if there are specific referral forms or agreements required by your office to initiate this process. We aim to begin the home search by [Date].

Thank you for your assistance and for ensuring a smooth transition for our team member.

Sincerely,

[Your Signature]

[Your Printed Name]