

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

[Date]

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

Dear [Recipient Name],

I am writing to you because of your reputation for excellence in the [Recipient's City/Region] real estate market. As a specialist in executive relocation here in [Your City], I frequently work with high-level professionals who are moving out of state and require a seamless, white-glove transition to their new destination.

I am looking to establish a formal referral partnership with a trusted professional in your area. My goal is to ensure that my clients receive the same level of luxury service and local expertise during their arrival that I provide during their departure. Given your track record with executive-level properties, I believe our business standards are well-aligned.

I would appreciate the opportunity to discuss how we can work together to support these high-net-worth clients. Are you available for a brief introductory call next [Day of the week] at [Time]?

I look forward to the possibility of collaborating with you.

Sincerely,

[Your Signature]

[Your Printed Name]