

[Date]

[Receiving Broker Name]
[Receiving Brokerage Firm]
[Address]
[City, State, Zip Code]

RE: Corporate Relocation Referral - [Client Name]

Dear [Receiving Broker Name],

I am writing to formally refer [Client Name], who is relocating from [Origin City] to [Destination City] due to a corporate transfer with [Company Name].

The client is interested in [Buying/Leasing] a property and has the following requirements:

- **Budget:** [Amount]
- **Desired Neighborhoods:** [List Areas]
- **Timeline:** [Date]
- **Property Type:** [Single Family/Condo/etc.]

Please confirm receipt of this referral and assign a qualified agent to assist them. By accepting this referral, it is agreed that [Sending Brokerage Name] will receive a referral fee of [Percentage]% of the [Side] commission earned upon the successful closing of a transaction.

The client's contact information is as follows:

- **Phone:** [Phone Number]
- **Email:** [Email Address]

Please provide me with a signed referral agreement and regular status updates regarding their progress.

Sincerely,

[Your Name]
[Your Title]
[Your Brokerage Name]
[Your Phone Number]
[Your Email]