

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

[Date]

[Receiving Agent Name]
[Receiving Brokerage Name]
[Address]
[City, State, Zip Code]

Subject: Corporate Out-of-State Referral - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)] to you for real estate services in the [City/Area] area. They are currently undergoing an out-of-state corporate transfer from [Current City, State] due to a relocation with [Company Name].

Client Contact Information:

Name: [Client Name]
Phone: [Client Phone]
Email: [Client Email]

Relocation Details:

- Estimated Move Date: [Date]
- Property Type Interest: [Single Family/Condo/etc.]
- Price Range: \$[Amount]
- Specific Needs: [School districts, commute time, etc.]

As per our standard referral agreement, I am requesting a [Percentage]% referral fee of the gross commission earned on the [buying/selling] side of this transaction. Please sign the attached referral agreement form and return it to my office at your earliest convenience.

I have chosen to refer this client to you based on your expertise in the local market. Please reach out to [Client Name] directly to introduce yourself and begin the process.

Thank you for taking excellent care of my clients. I look forward to a successful closing.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your License Number]