

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

[Date]

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

RE: Out-of-State Corporate Relocation Referral - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name/Company Name] to you for real estate assistance in the [City/Area] market. Our client is a corporate professional relocating from [Current State] to [Destination State] due to a [transfer/new position] with [Employer Name].

Client Requirements:

- **Property Type:** [Single Family/Condo/Rental]
- **Price Range:** \$[Amount] to \$[Amount]
- **Timeline:** [Date]
- **Specific Needs:** [School districts, commute proximity, etc.]

Please confirm receipt of this referral and provide your standard referral agreement for my broker's signature. I have informed the client that you will be reaching out to them shortly at [Client Phone Number] or [Client Email].

As per our discussion, this referral is subject to a [Percentage]% referral fee of the gross commission on the [buying/selling] side of the transaction, payable at the time of closing.

I look forward to hearing about the progress of this relocation. Thank you for taking excellent care of my client.

Sincerely,

[Your Signature]

[Your Printed Name]