

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

[Date]

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

Subject: Exclusive Referral Request for [Subdivision Name]

Dear [Recipient Name],

I hope this letter finds you well. As a resident of [Subdivision Name], you understand the unique lifestyle, security, and prestige that our community offers.

I am currently looking to assist a few more families in finding their dream home within our exclusive neighborhood. Because the best neighbors are often found through personal connections, I am reaching out to you to see if any of your friends, colleagues, or family members are considering a move to [Subdivision Name].

My goal is to ensure that the high standards and community spirit of our subdivision are maintained by introducing individuals who will truly appreciate what we have here. If you know of anyone who might be interested, I would be honored if you could share my contact information with them or provide me with their details so I may reach out personally.

As a token of my appreciation, for any referral that leads to a successful closing, I would like to offer [mention incentive or "a special thank you gift"].

Thank you for your time and for being a valued member of our community. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]