

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

[Date]

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

Subject: Client Referral for [Specific Neighborhood Name]

Dear [Receiving Agent Name],

I am writing to formally refer my clients, [Client Names], who are planning a relocation to your area. They have a very specific interest in the **[Specific Neighborhood Name]** neighborhood.

I am referring them to you because of your specialized expertise and proven track record within that specific community. My clients are looking for the following in their new home:

- Price Range: [Budget Amount]
- Property Type: [e.g., Single Family, Condo, Historic]
- Timeline: [Estimated Move Date]
- Specific Requirements: [e.g., School zones, proximity to parks, specific street names]

Please contact [Client Names] at your earliest convenience at [Client Phone/Email] to begin the consultation process. I have already informed them to expect your call.

Regarding the referral fee, I have attached our standard referral agreement for your signature, outlining the [Percentage]% commission split upon the successful closing of a transaction.

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

Sincerely,

[Your Signature]
[Your Printed Name]