

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

[Date]

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

Subject: Referral Opportunity at [Name of Master Planned Community]

Dear [Recipient Name],

I am writing to you because I know you value high-quality living environments and strategic real estate opportunities. As we continue to grow the [Name of Master Planned Community] community, I am looking to connect with individuals or families who are searching for a premier lifestyle that balances modern amenities with natural surroundings.

Our community currently offers [mention 1-2 key features, e.g., award-winning schools, hiking trails, or new phases of construction]. If you know of anyone-colleagues, friends, or family-who is considering a move or looking for a new home site, I would greatly appreciate a referral.

I am committed to providing your referrals with the same level of professional service and detailed information that you have come to expect. For every successful referral that results in a [mention specific action, e.g., site visit or closing], we would be pleased to offer [mention incentive if applicable, or simply express gratitude].

Thank you for your time and for your continued support of [Name of Community]. Please feel free to pass along my contact information or provide me with the best way to reach your contact.

Best regards,

[Your Signature]

[Your Printed Name]