

[Your Name]
[Your Agency]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Agency]
[Recipient Address]

RE: Client Referral for Suburban Subdivision Specialist - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my clients, [Client Name(s)], to you. They are currently looking to purchase a home specifically within the [Subdivision Name/Area] market.

As you are a recognized specialist in suburban subdivisions, I believe your deep knowledge of local HOAs, school districts, and community amenities makes you the best fit to represent their interests. My clients are looking for [briefly mention specific needs, e.g., a 4-bedroom home with a fenced yard] and are [pre-approved/cash buyers].

I have discussed this referral with [Client Name(s)], and they are expecting your call. Please let me know once you have made initial contact so we can finalize the standard [Percentage]% referral fee agreement.

Thank you for taking excellent care of them. I look forward to a smooth closing.

Sincerely,

[Your Signature]

[Your Printed Name]