

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

[Date]

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

Subject: Military Relocation Referral - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)] to you. They are currently a military family stationed at [Current Base] and have received PCS (Permanent Change of Station) orders to [Destination Base/Area].

They are looking to [Buy/Rent] a home in your area with an expected arrival date of [Date]. Their specific requirements include:

- Desired Price Range: [Price Range]
- Minimum Bedrooms/Bathrooms: [Number]
- Specific Needs: [e.g., School districts, proximity to base, VA Loan eligibility]

I have selected you for this referral because of your expertise in the [City/Area] market and your experience working with military service members. Please let me know if you are available to assist them so I can make a formal introduction.

I have attached my standard referral agreement form for your signature. I am requesting a [Percentage]% referral fee upon the successful closing of this transaction.

I look forward to hearing from you and working together to ensure a smooth transition for this family.

Best regards,

[Your Signature]
[Your Printed Name]