

[Date]

[Recipient Name]

[Recipient Title/Company]

[Address]

[City, State, Zip Code]

Subject: Referral for [Client Name] - Military Transition & Retirement Relocation

Dear [Recipient Name],

I am writing to formally refer [Client Name(s)] to you for professional real estate assistance. [Client Name] is currently transitioning out of active duty military service and is planning to relocate to [Target City/Area] for their retirement.

Given your expertise in the [Target City/Area] market and your experience working with veterans, I am confident that you are the best person to guide them through this significant life transition. They are specifically looking for a professional who understands the nuances of the VA loan process, military timelines, and the unique needs of retiring service members.

Client Contact Information:

Name: [Client Name]

Phone: [Client Phone Number]

Email: [Client Email Address]

Specific Requirements:

[Optional: Mention specific needs like proximity to a VA hospital, specific school districts, or property type].

I have spoken with [Client Name] about your services, and they are expecting your call. Please let me know once you have made initial contact so I can update my files. I look forward to the possibility of a referral fee per our standard agreement upon the successful closing of their new home.

Thank you for taking excellent care of this client and for your service to the military community.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company]

[Your Phone Number]

[Your Email Address]