

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

[Date]

[Recipient Name]
[Recipient Company/Profession]
[Address]

Subject: Referral for New Construction Closing - [Client Name]

Dear [Recipient Name],

I am writing to introduce my clients, [Client Names], who are currently in the final stages of completing their newly built home at [Property Address]. We are scheduled to close on [Closing Date].

As they prepare to move into this new community, I wanted to connect them with a trusted professional like yourself for [mention specific service: e.g., interior design, landscaping, insurance, or home security]. I have consistently recommended your services to my clients because of your reputation for quality and reliability.

I have copied [Client Names] on this communication so you may connect directly. They are particularly interested in [specific project or concern].

Thank you for taking great care of them. I look forward to working together on future closings.

Best regards,

[Your Signature]