

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

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]

Dear [Recipient Name],

I am currently in the process of purchasing my first home. As a first-time buyer, I am looking for a reliable and experienced [Profession, e.g., Real Estate Agent / Mortgage Broker / Home Inspector] to guide me through this process.

I am reaching out to you because of your [mention a specific reason, e.g., reputation in the local market / previous work with my friend Name]. I would greatly appreciate it if you could provide a recommendation for a professional who specializes in assisting first-time buyers in the [City/Area] area.

Specifically, I am looking for someone who is patient, transparent, and familiar with [mention specific needs, e.g., FHA loans / fixer-uppers / specific neighborhoods].

Thank you for your time and for any assistance you can provide in helping me reach this milestone.

Sincerely,

[Your Signature]

[Your Printed Name]