

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

[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Address]

Subject: Partnership Opportunity: Property Management Referral Program

Dear [Recipient Name],

I am writing to you because of your excellent reputation in the [Recipient's Industry, e.g., Real Estate/Accounting/Legal] sector. I believe there is a significant opportunity for our businesses to support one another through a formal referral partnership.

At [Your Company Name], we specialize in comprehensive property management services, including tenant screening, maintenance coordination, and financial reporting. We often work with clients who require professional services like yours, and we frequently encounter property owners seeking expert management to protect their investments.

I would like to propose a partnership where we can confidently refer our clients to one another. To show our appreciation for your trust, we offer a [referral fee/commission/discounted rate] for every successful property management contract initiated through your recommendation.

Our goal is to ensure your clients receive the highest level of care, reflecting positively on your firm while providing you with a reliable stream of passive revenue.

Are you available for a brief 10-minute call or a coffee next [Day of the week] to discuss how we can help each other grow?

Best regards,

[Your Signature]

[Your Printed Name]
[Your Title]