

Date: [Insert Date]

To: [Partner Name]

[Company Name]

[Address]

Subject: New Client Referral - [Client Name]

Dear [Partner Name],

I am pleased to refer a new client to you. Below are the contact details and a brief summary of their real estate needs:

- **Client Name:** [Client Name]
- **Phone Number:** [Client Phone]
- **Email Address:** [Client Email]
- **Type of Service:** [Buying / Selling / Leasing / Mortgage]
- **Property Interest:** [Specific area, property type, or price range]

I have already spoken with [Client Name] about your services, and they are expecting a call from you. Please keep me updated on the progress of this referral so that we can coordinate our efforts effectively.

Thank you for providing excellent service to my clients. I look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]