

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to introduce you to [Partner Name] from [Partner Company], who specializes in [Real Estate/Home Insurance].

As you move forward with your [home buying/home protection] process, I believe their expertise would be highly beneficial to you. I have worked with [Partner Name] on many occasions and have consistently found them to provide excellent service and competitive options for my clients.

I have taken the liberty of sharing your contact information with them, and you can expect a brief introductory call or email shortly. Alternatively, you may reach them directly at [Partner Phone Number] or [Partner Email].

There is no obligation to use their services, but I wanted to ensure you have access to a trusted professional during this important transition.

Best regards,

[Your Signature]

[Your Printed Name]