

Date: [Insert Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Outbound Client Referral Agreement

Dear [Recipient Name],

This letter serves as a formal agreement between [Your Company Name] ("Company") and [Recipient Company Name] ("Partner") regarding the referral of potential clients.

1. Referral Process

The Company agrees to refer potential clients ("Leads") to the Partner for [Describe Services]. The Company will provide the Lead's contact information and relevant requirements via [Email/Portal/Method].

2. Referral Fee

In exchange for a successful referral, the Partner agrees to pay the Company a referral fee of [Percentage]% of the total contract value or a flat fee of \$[Amount]. A referral is considered successful once the Lead has signed a contract and made the initial payment to the Partner.

3. Payment Terms

Payment of the referral fee shall be made within [Number] days of the Partner receiving payment from the referred client. Payments shall be made via [Check/Wire/ACH].

4. Confidentiality

Both parties agree to keep all client information and the terms of this agreement confidential. Information shall not be shared with third parties without prior written consent.

5. Term and Termination

This agreement is effective as of [Start Date] and will continue until terminated by either party with [Number] days' written notice. Any referrals made prior to termination will remain eligible for the referral fee.

6. Relationship of Parties

This agreement does not create a partnership, joint venture, or employment relationship. Both parties are independent contractors.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Company Name]

Accepted and Agreed:

Signature: _____
Name: [Recipient Name]
Title: [Recipient Title]
Date: _____