

Date: [Date]

[Referral Agent Name]

[Brokerage Name]

[City, State, Zip Code]

Subject: Corporate Relocation Referral - [Client Name]

Dear [Referral Agent Name],

I am writing to formally refer [Client Name(s)] to you for professional real estate assistance in the [Destination City/Area] market. [Client Name] is relocating due to a corporate transfer with [Company Name].

They are currently looking for a home in the [Price Range] and are interested in neighborhoods with [Specific Features/School Districts]. Their anticipated move-in date is [Date]. I have informed them of your expertise in the local market and your experience handling corporate relocations.

Per our agreement, this referral is subject to a [Percentage]% referral fee of the total gross commission earned by the receiving side of the transaction. This fee shall be paid to [Your Brokerage Name] within [Number] days of the successful closing and funding of the property.

Client Contact Information:

Phone: [Client Phone Number]

Email: [Client Email Address]

Please acknowledge receipt of this referral and let me know once you have made initial contact with the client. I look forward to a successful closing for all parties involved.

Sincerely,

[Your Name]

[Your Title]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]