

[Date]

[Recipient Name]
[Recipient Title/Rank]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Referral for Military Relocation - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name(s)] to you for real estate assistance. They are currently serving in the [Branch of Service] and have received Permanent Change of Station (PCS) orders to [Destination City/Base].

Knowing your expertise in military relocation and your familiarity with the [Base Name] area, I am confident that you are the best professional to help them navigate their upcoming move. They are specifically looking for [Type of Property: e.g., single-family home] and are interested in [Specific Neighborhoods or Features].

Their contact information is as follows:

- Phone: [Client Phone Number]
- Email: [Client Email Address]
- Expected Arrival Date: [Date]

Please let me know if you are available to accept this referral and if you require any additional documentation. I look forward to your confirmation and to ensuring a smooth transition for [Client Name].

Thank you for your professionalism and for the excellent service you provide to our service members.

Sincerely,

[Your Name]
[Your Title/Designation]
[Your Company]
[Your Phone Number]
[Your Email Address]