

Date: [Date]

[Receiving Agent Name]

[Brokerage Name]

[Address]

[City, State, Zip]

Subject: Referral of Relocation Buyer - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer my client, [Client Name], who is relocating to your area. I have worked with them previously and believe your expertise in [City/Neighborhood] makes you the ideal agent to assist with their home search.

Client Contact Information:

- Name: [Client Name]
- Phone: [Phone Number]
- Email: [Email Address]

Search Criteria:

- Timeline: [Estimated Move Date]
- Budget: [Price Range]
- Property Type: [Single Family/Condo/etc.]
- Specific Needs: [Number of Beds/Baths, Schools, etc.]

Please confirm receipt of this referral and let me know when you have made initial contact with the client. I have attached my signed Referral Agreement, which outlines the [Percentage]% referral fee to be paid to [Your Brokerage Name] upon the successful closing of a transaction.

I look forward to working with you and ensure a smooth transition for our client.

Sincerely,

[Your Name]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]