

[Date]

[Receiving Broker Name]

[Receiving Firm Name]

[Address]

[City, State, Zip]

RE: RELOCATION BUYER REFERRAL - [Client Name]

Dear [Receiving Broker Name],

This letter serves as a formal introduction and referral for [Client Name], who is currently relocating to your area from [Origin City/State]. As part of our professional brokerage network, we are pleased to entrust this client to your expertise.

**Client Requirements:**

- Timeline for Purchase: [Month/Year]
- Price Range: [Amount]
- Preferred Neighborhoods: [List Locations]
- Property Type: [Residential/Condo/Investment]

**Referral Agreement Terms:**

In exchange for this referral, it is agreed that a referral fee of [Percentage]% of the gross commission earned by the receiving side shall be paid to [Referring Firm Name] upon the successful closing of a transaction. Please sign and return the attached Referral Agreement form to confirm acceptance of these terms.

The client's contact information is as follows:

Phone: [Phone Number]

Email: [Email Address]

I am confident you will provide them with excellent service. Please keep me updated on their progress.

Sincerely,

[Your Name]

[Your Title]

[Referring Firm Name]

[Your Phone Number]

[Your Email Address]