

To: [Recipient Name/Receiving Agent Name]

From: [Your Name/Sending Agent Name]

Date: [Date]

Subject: International Relocation Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name(s)] to you. They are currently planning an international relocation from [Current City/Country] to [Target City/Country] and are looking to purchase a property in your area.

Client Overview:

- **Names:** [Client Full Names]
- **Email:** [Client Email Address]
- **Phone:** [Client Phone Number]
- **Timeline:** [Expected move-in date/Relocation schedule]
- **Budget:** [Price range in local currency]
- **Property Requirements:** [Number of bedrooms, preferred neighborhoods, proximity to schools/work, etc.]

The clients are aware of this referral and are expecting your call. I have selected you because of your expertise in the [Area Name] market and your experience handling international buyers.

Please confirm receipt of this referral and let me know if you require any further documentation or the signed referral agreement to proceed with the standard [X]% referral fee.

Thank you for taking excellent care of my clients. I look forward to a successful closing.

Best regards,

[Your Signature]

[Your Full Name]

[Your Company/Brokerage]

[Your Phone Number]

[Your Email/Website]