

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally introduce and refer my clients, [Client Names], who are relocating to [Target City/Neighborhood].

As high-net-worth individuals with specific requirements in the luxury sector, they are seeking a property that aligns with their lifestyle. Their preferences include [mention specific features, e.g., waterfront views, high-security, or historic significance] within the price range of [Price Range].

I am referring them to you because of your proven track record and expertise in the [Target City] luxury market. I am confident that your professional discretion and deep local knowledge will ensure a seamless transition for them.

Regarding this referral, I have attached my company's W-9 and the standard referral agreement outlining the [Percentage]% referral fee upon the successful closing of a transaction. Please sign and return a copy for my records.

I have already briefed [Client Names] on your background, and they are expecting your call. You may reach them at [Client Phone Number] or [Client Email Address].

Thank you for providing my clients with the highest level of white-glove service. I look forward to a successful collaboration.

Best regards,

[Your Name]
[Your Title]
[Your Luxury Agency Name]
[Your Phone Number]
[Your Email Address]