

[Your Name]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Company]  
[Recipient Address]

Subject: Referral for [Client Name(s)] - Relocating for Retirement

Dear [Recipient Name],

I am writing to introduce my clients, [Client Name(s)], who are currently preparing to relocate to [Target City/Area] for their retirement. Having worked with them on the sale of their home here in [Current City], I can attest that they are serious, well-qualified buyers looking for the right property to enjoy their next chapter.

They are specifically looking for [briefly mention preferences, e.g., a single-story home, a 55+ community, or a low-maintenance condo] in the [Price Range] range. Their primary goal is to find a home that offers [mention key priority, e.g., proximity to family, medical facilities, or leisure activities].

I am referring them to you because of your expertise in the [Target City/Area] market and your reputation for providing excellent service to retirees. I am confident they will be in good hands with your guidance.

Please let me know if you are available to assist them. Once confirmed, I will send over their full contact details and a signed referral agreement for our files. I look forward to a successful closing for all parties involved.

Best regards,

[Your Signature]

[Your Printed Name]