

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

[Date]

[Receiving Agent Name]  
[Receiving Brokerage Name]  
[City, State, Zip Code]

Subject: Referral of First-Time Homebuyer - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)] to you. They are planning a relocation from [Current City] to [Target City] and are looking to purchase their first home.

Key details regarding their search include:

- **Budget:** [Price Range]
- **Timeline:** [Desired Move-in Date]
- **Preferences:** [Number of bedrooms, specific neighborhoods, etc.]
- **Financing:** [Pre-approved/In progress] with [Lender Name]

As first-time buyers, they are looking for an agent who can provide detailed guidance on the local market and the step-by-step closing process. I believe your expertise makes you an excellent fit for their needs.

I have discussed a [Number]% referral fee with you, payable upon the successful closing of their home purchase. Please let me know if you are available to accept this referral so I can make a formal introduction via email.

I look forward to working with you.

Best regards,

[Your Signature]  
[Your Printed Name]