

[Your Name]
[Your Agency Name]
[Your Phone Number]
[Your Email]

[Date]

[Receiving Agent Name]
[Receiving Agency Name]
[City, State, Zip]

RE: Referral of [Client Name] - Relocation to [Target State]

Dear [Receiving Agent Name],

I am writing to formally refer my clients, [Client Name], who are relocating from [Current State] to the [Target City/Area] area. They are planning to move around [Date/Month] and are ready to begin their home search immediately.

Here are their specific requirements:

- Property Type: [e.g., Single Family Home]
- Budget: [Price Range]
- Minimum Bedrooms/Bathrooms: [Number]
- Preferred Neighborhoods/Features: [Details]

I have selected you for this referral based on your expertise in the [Area Name] market. Please reach out to them at [Client Phone Number] or [Client Email] to introduce yourself. I have already told them to expect your call.

Per our standard agreement, I am requesting a referral fee of [Percentage]% of the gross commission on the buy-side of the transaction. Please sign the attached referral agreement and return it to me at your earliest convenience.

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

Best regards,

[Your Signature]

[Your Printed Name]