

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally introduce and refer [Client Name], who is relocating to [City/Area] to join [Company Name] as [Client's Job Title].

As [Client Name] prepares for this executive transition, I am assisting them in finding a residence that aligns with their professional requirements and lifestyle preferences. Given your expertise in [mention specific service, e.g., corporate housing, luxury real estate, or local integration], I believe your assistance would be invaluable in ensuring a seamless relocation process.

[Client Name] is specifically looking for [mention 1-2 specific needs, e.g., proximity to the corporate headquarters / a quiet residential neighborhood]. They are looking to begin their search on [Date] and aim to be settled by [Date].

I have copied [Client Name] on this correspondence. Please reach out to them directly at [Client Phone Number] or [Client Email Address] to schedule an initial consultation. I would also appreciate it if you could keep me updated on the progress of their search.

Thank you for providing [Client Name] with the high level of service and attention to detail that our executives expect. I look forward to working with you on this transition.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]