

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

[Date]

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

Subject: Referral for Out-of-State Property Sale - [Property Address]

Dear [Recipient Name],

I am writing to introduce you to my client, [Client Name], who is looking to sell their property located at [Property Address]. Since this property is located in your market, I would like to formally refer them to your professional services.

[Client Name] is currently based in [Your State] and requires a local expert to manage the sale of their [State] property. They are looking for someone with your specific expertise to handle the valuation, marketing, and closing process efficiently.

Here are the client's contact details:

- Name: [Client Name]
- Phone: [Client Phone Number]
- Email: [Client Email Address]
- Preferred Contact Method: [Phone/Email]

I have attached a signed Referral Agreement for your review. Please let me know once you have made contact with the client so we can finalize the details.

I look forward to working with you on a successful closing.

Best regards,

[Your Signature]
[Your Printed Name]