

[Date]

[Receiving Agent Name]

[Agency Name]

[City, State, Zip Code]

Re: Client Referral for [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer my clients, [Client Name(s)], who are relocating from [Current City] to your area in [Destination City].

They are looking to [buy/rent] a home and have the following requirements:

- Desired Neighborhoods: [List neighborhoods]
- Property Type: [Single Family/Condo/Townhome]
- Budget Range: [Price range]
- Timeline: [Move-in date]

I have chosen to refer them to you because of your expertise in the [Destination City] market. Please let me know if you are available to assist them. I have attached their full contact information and relocation profile to this letter.

As per our standard industry practice, I am requesting a referral fee of [Percentage]% of the [listing/selling] side of the commission upon the successful closing of a transaction. I will send over a formal referral agreement for your signature once you confirm acceptance.

Thank you for taking great care of my clients. I look forward to working with you.

Sincerely,

[Your Name]

[Your Agency Name]

[Phone Number]

[Email Address]