

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you because I am currently working with clients who are looking to sell their vacation property located in your area. Since I am based in [Your State], I am looking for a trusted local expert to handle the listing and ensure they receive the best possible service.

Based on your reputation in the [City/County] market, I would like to refer this listing to you. The property is a [Number of Bedrooms]-bedroom [Property Type] located at:

[Property Address]

The sellers are motivated and are looking for a professional who understands the nuances of the local vacation home market. I would like to discuss a standard [Number]% referral fee for this lead should the transaction close successfully.

Please let me know if you are available to take on a new client. I would be happy to jump on a brief call to provide more details about the sellers and their expectations.

I look forward to potentially working together.

Best regards,

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