

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

[Date]

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

Subject: Referral for Out-of-State Property Listing - [Property Address/City]

Dear [Recipient Name],

I am writing to introduce you to my client, [Client Name], who is currently preparing to sell their property located at [Property Address]. As they are relocating/operating from out of state, they require a trusted local expert to manage the sale process on the ground.

Based on your reputation and expertise in the [City/Area] market, I believe you are the right professional to represent their interests. I have briefed the client on your services, and they are eager to discuss the listing details, market valuation, and marketing strategy with you.

The client can be reached directly at:

- Phone: [Client Phone]
- Email: [Client Email]

Please let me know once you have made initial contact. I look forward to a successful collaboration and am happy to discuss referral agreement details at your earliest convenience.

Best regards,

[Your Signature]