

[Date]

[Receiving Agent Name]

[Receiving Brokerage Name]

[City, State, Zip Code]

Subject: Out-of-State Seller Referral - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer my clients, [Client Name], who are relocating from [Current City/State] to [Your City/State] due to a corporate relocation with [Company Name].

They are currently preparing to sell their primary residence located at:

[Property Address, City, State, Zip]

The clients are looking for an agent with expertise in your local market who understands the specific timelines and documentation requirements associated with corporate relocation packages. They are aiming to be on the market by [Target Date].

Client Contact Information:

Phone: [Client Phone]

Email: [Client Email]

Per our agreement, this referral is subject to a [Percentage]% referral fee of the listing side commission, payable to [Your Brokerage Name] upon the successful closing of the property. Please sign and return the attached formal referral agreement at your earliest convenience.

I have high confidence in your ability to assist them. Please let me know once you have made initial contact.

Best regards,

[Your Name]

[Your Title]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]