

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

[Date]

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

Re: Seller Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my clients, [Client Name], who are planning to sell their property located at [Property Address]. Since they are relocating to your area/selling from out of state, I wanted to connect them with a top-tier listing agent in your market.

Based on your reputation and expertise in [City/Neighborhood], I believe you are the best fit to handle this listing. The clients are looking to list the property by [Expected Date] and are seeking a professional who can manage the process efficiently while they are away.

Please find the client contact information below:

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

In exchange for this referral, I am requesting a [Percentage]% referral fee of the listing side commission, payable upon the successful closing of the transaction. Please let me know if you accept these terms so that I may send over my office's formal referral agreement form.

I look forward to working with you and ensuring a smooth transition for my clients.

Best regards,

[Your Signature]