

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

[Date]

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

Subject: Referral for Out-of-State Sellers - [Client Last Name]

Dear [Recipient Name],

I am writing to refer [Client Names] to you for the sale of their property located at [Property Address].

The clients are currently preparing for retirement and are planning a permanent move to [Your State/City]. Because they are relocating out of state, they require a high level of communication and a seamless transition. Given your expertise in the [Recipient's Local Market Area] market, I am confident you are the right professional to represent them.

Here are a few key details regarding the referral:

- **Client Motivation:** Retiring and relocating to be closer to family/leisure.
- **Property Type:** [e.g., Single Family Home / Condo]
- **Estimated Timeline:** [e.g., Ready to list in 30 days]
- **Referral Fee:** As per our discussion, I am requesting a [Percentage]% referral fee upon the successful closing of this transaction.

I have already spoken with [Client Names] about your services, and they are expecting your call. You can reach them at [Client Phone Number] or [Client Email].

Please let me know once you have made initial contact so I can stay updated on their progress. I look forward to working with you on this referral.

Sincerely,

[Your Signature]

[Your Printed Name]