

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

[Date]

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

Subject: Professional Referral: [Client Name] - High-Net-Worth Acquisition

Dear [Recipient Name],

I am writing to formally introduce and refer my long-term clients, [Client Name], who are currently seeking to acquire a premium property in the [Target Market/City] area.

As elite buyers with a focus on [Specific Property Type, e.g., waterfront estates / penthouse residences], they require a level of discretion, local market intelligence, and concierge-level service that aligns with your specific expertise in the luxury sector. Their current search parameters include:

- **Price Range:** [Price Range]
- **Key Requirements:** [Requirement 1, e.g., 24-hour security], [Requirement 2, e.g., deep-water dockage], and [Requirement 3].
- **Timeline:** [Timeline, e.g., Immediate / Within 6 months]

I have highly recommended your services to them based on your exceptional track record with ultra-high-net-worth individuals. I have carbon-copied them on this correspondence so that you may connect directly to discuss their portfolio needs and current off-market opportunities.

Regarding our professional cooperation, I look forward to receiving your standard referral agreement for my broker's signature to formalize the [Percentage]% referral fee upon the successful closing of any transaction.

Thank you for providing [Client Name] with the highest standard of representation. I look forward to your confirmation of receipt.

Best regards,

[Your Signature]

[Your Name]
Luxury Property Specialist