

Subject: Professional Introduction: [Client Name] / Luxury Real Estate Inquiry

Dear [Real Estate Professional Name],

I hope this letter finds you well.

I am writing to formally introduce my client, [Client Name], who is currently seeking to [acquire/sell] a high-value property in [Location/Neighborhood].

As a Private Banking Associate at [Bank Name], I manage [Client Name]'s financial portfolio. They are looking for a specialist with your specific expertise in the luxury market to provide discreet, high-level guidance for their upcoming real estate requirements.

I have discussed your services with [Client Name], and they are expecting your call. I believe your track record with premium assets aligns perfectly with their expectations for professional excellence and confidentiality.

Please find the client's contact information below:

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

I would appreciate it if you could reach out to them at your earliest convenience. Please keep me updated on the progress of this matter so that we can coordinate any necessary financial documentation or proof of funds from our side.

Thank you for your professional attention to this referral.

Best regards,

[Your Name]
Private Banking Associate
[Bank Name]
[Your Phone Number]
[Your Email]