

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

[Date]

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

Subject: Luxury Property Referral for [Client Name]

Dear [Recipient Last Name],

I am reaching out to you because of your established reputation as a luxury property specialist in the [Recipient's City/Market] area. I have a high-net-worth client, [Client Name], who is currently looking to [buy/sell] a premium estate in your market.

Given the sophisticated requirements of this transaction and the caliber of the property involved, I want to ensure my client is represented by a professional with your specific expertise in the luxury tier. [Optional: Brief detail about the property type, e.g., waterfront estate, penthouse, or historic mansion].

I would like to formally refer this client to you in exchange for a [Number]% referral fee upon the successful closing of the transaction. If you are available to take on a new high-end client, please let me know, and I will send over the formal referral agreement and facilitate an introduction.

I look forward to the possibility of working together to provide our client with exceptional service.

Best regards,

[Your Signature]

[Your Printed Name]  
[Your Title/License Number]