

[Date]

[Recipient Name]

[Recipient Title/Company]

[Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to formally introduce a valued client of mine, [Client Name], who is currently seeking exclusive opportunities within the luxury real estate sector. Based on your reputation as a premier specialist in off-market acquisitions, I felt you were the most qualified professional to assist them.

[Client Name] is a sophisticated investor with a specific interest in [Property Type, e.g., waterfront estates / historic penthouses] located in [Target Neighborhood/City]. They prioritize discretion and are specifically looking for "quiet listings" that have not been introduced to the public market.

Their current acquisition criteria include:

- Price Range: [Amount Range]
- Key Features: [Feature 1], [Feature 2], and [Feature 3]
- Timeline: [Immediate / Flexible / 6 Months]

I have total confidence in your ability to source high-caliber inventory that meets these requirements. Please reach out to [Client Name] directly at [Client Phone Number] or [Client Email] to begin a consultation. I have copied them on this correspondence to facilitate the introduction.

Thank you for providing my client with the exceptional level of service for which you are known. I look forward to hearing about the successful placement.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]