

Date: [Date]

From: [Your Name]
[Your Brokerage]
[Your Phone Number]
[Your Email Address]

To: [Receiving Agent Name]
[Receiving Brokerage]
[Receiving Office Address]

Subject: Formal Military Relocation Referral - [Client Name]

Dear [Receiving Agent Name],

I am pleased to formally refer [Client Name(s)] to you for assistance with their upcoming PCS (Permanent Change of Station) move to the [Installation/Base Name] area.

Client Details:

- **Client Name:** [Client Name]
- **Rank/Branch:** [Rank/Branch]
- **Phone:** [Client Phone]
- **Email:** [Client Email]
- **Timeline:** [Report Date/Closing Goal]
- **Property Type:** [Buying/Selling]
- **Price Range:** [Approximate Budget]

The client is currently [in the process of listing their home here / searching for a home in your market] and is eligible for [VA Financing/Other]. They require an agent who understands the specific timelines and challenges associated with military relocation.

Referral Fee Agreement:

In exchange for this referral, it is agreed that [Receiving Brokerage] will pay [Your Brokerage] a referral fee of [Percentage, e.g., 25%] of the gross commission earned on the [buy/side] side of this transaction. This fee shall be paid at the time of closing.

Please acknowledge receipt of this referral and confirm your availability to assist this client. I will forward the signed Referral Agreement form once you confirm.

Thank you for providing excellent service to our military members.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Professional Designations, e.g., MRP]