

Date: [Insert Date]

[Receiving Agent Name]

[Brokerage Name]

[City, State, Zip Code]

Subject: Referral of Active Duty Service Member - PCS to [Insert Installation Name]

Dear [Receiving Agent Name],

I am writing to formally refer my clients, [Client Name(s)], who are currently preparing for a Permanent Change of Station (PCS) move to your area. They are active duty members of the [Branch of Service] and are looking to [buy/rent] a home near [Insert Military Base].

Client Requirements:

- Estimated Arrival Date: [Insert Date]
- Price Range: [Insert Range]
- Preferred Location: [Insert Neighborhoods or Proximity to Base]
- Specific Needs: [e.g., VA Loan eligibility, fenced yard for pets, school districts]

I have selected you for this referral because of your expertise in the [Insert City] market and your experience working with military families. I am confident you will provide them with the high level of service required during a time-sensitive military relocation.

Please confirm receipt of this referral and let me know if you require any additional documentation. I look forward to receiving a signed referral agreement outlining the [Insert Percentage]% referral fee upon the successful closing of this transaction.

Thank you for taking great care of my clients.

Sincerely,

[Your Name]

[Your Brokerage]

[Your Phone Number]

[Your Email Address]