

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

[Date]

[Receiving Agent Name]
[Receiving Agent Company]
[City, State, Zip]

RE: Referral of Veteran Homebuyer - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer my client, [Client Name], who is relocating to your area. As a [Branch of Service] Veteran, they are looking for a professional who is well-versed in the nuances of the VA Home Loan program and the specific needs of military families.

Client Details:

- **Name:** [Client Name]
- **Contact Info:** [Client Phone/Email]
- **Desired Location:** [City/Neighborhoods]
- **Timeline:** [Date of Relocation]
- **Price Range:** [Price Range]
- **VA Eligibility:** [e.g., Certificate of Eligibility in hand / Pre-approved]

I have selected you for this referral because of your expertise in your local market and your reputation for providing excellent service to Veterans. Please let me know if you are available to accept this referral so we can discuss the standard [Percentage]% referral fee agreement and the necessary paperwork.

I look forward to hearing from you and working together to ensure a smooth transition for this Veteran.

Best regards,

[Your Signature]
[Your Printed Name]