

Date: [Date]

From: [Referring Agent Name]
[Brokerage Name]
[Phone Number]
[Email Address]

To: [Receiving Agent Name]
[Brokerage Name]
[City, State/Installation Area]

Subject: Referral of Military Family - [Client Last Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)] to you for relocation assistance. They are a military family currently preparing for a Permanent Change of Station (PCS) to [Installation Name/City].

Client Details:

- **Rank/Service Branch:** [Rank/Branch]
- **Estimated Arrival Date:** [Date]
- **Housing Preference:** [Buying / Selling / Renting]
- **Price Range:** [Amount]
- **Specific Needs:** [Number of bedrooms, school district requirements, proximity to base, VA loan eligibility, etc.]

I have chosen to refer them to you based on your expertise in the [Location] market and your experience working with military members. Please contact the client directly at [Client Phone/Email] to begin the consultation process.

Referral Fee Agreement:

As per our discussion, this referral is subject to a [Percentage]% referral fee of the [Side] commission, payable to [Referring Brokerage Name] upon the successful closing of a transaction. I will forward the formal Referral Agreement form for your broker's signature shortly.

Thank you for taking excellent care of this family during their transition. Please keep me updated on their progress.

Sincerely,

[Referring Agent Signature]
[Printed Name]