

[Your Name]
[Your Agency Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Receiving Agent Name]
[Receiving Agency Name]
[City, State/Province]

Subject: Referral for Overseas Returnee - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer a client of mine, [Client Name], who is currently relocating back to [Target City/Area] after living overseas in [Current Country].

As an overseas returnee, [Client Name] is looking for a professional who understands the unique challenges of repatriating, specifically regarding [mention specific needs, e.g., local school districts, proximity to work, or investment potential]. They are currently looking to [buy/rent] a property with a budget of approximately [Budget Amount].

I have discussed your expertise in the [Target Area] market with them, and they are eager to begin their search. Their anticipated arrival date is [Date].

I would like to propose a standard referral fee of [Percentage]% of the [listing/selling] side of the commission, payable upon the successful closing of a transaction. If this is acceptable, please let me know, and I will forward the formal referral agreement and the client's full contact details.

Thank you for your time and for providing excellent service to my client. I look forward to hearing from you.

Best regards,

[Your Signature]