

**Date:** [Date]

**From:**

[Sending Agent Name]

[Agency Name]

[Phone Number]

[Email Address]

**To:**

[Receiving Agent Name]

[Agency Name]

[Phone Number]

[Email Address]

**Subject:** Referral for Military Relocation - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)] to you for assistance with their upcoming Permanent Change of Station (PCS) move to [Name of Military Base/City].

**Client Details:**

- **Rank/Branch:** [Rank/Branch]
- **Estimated Arrival Date:** [Date]
- **Property Requirements:** [e.g., 3 Bed, 2 Bath, near base gate]
- **Price Range:** [Amount]
- **Current Status:** [e.g., Pre-approved / Need to Sell current home]

Please confirm receipt of this referral and provide your standard referral agreement for my broker's signature. I have requested that the client expect a call from you within [Timeframe].

The agreed-upon referral fee for this lead is [Percentage]% of the [listing/buying] side of the commission, payable upon successful closing.

Thank you for taking excellent care of this military family.

Best regards,

[Sending Agent Signature]

[Brokerage Name]