

Date: [Insert Date]

[Receiving Agent Name]

[Agency Name]

[City, State, Zip Code]

RE: Referral for Retiring Military Personnel - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)], who will be retiring from the [Branch of Service] after [Number] years of service. They are currently planning their transition to civilian life and are looking to relocate to your area in [Target City/State].

As a retiring service member, [Client Name] has specific needs regarding their final Permanent Change of Station (PCS). They are looking for a professional who understands the nuances of the VA Home Loan, military retirement timelines, and the local market near [Insert Nearby Base name, if applicable].

Client Contact Information:

Phone: [Client Phone Number]

Email: [Client Email Address]

Desired Property Details:

Timeline: [Insert Estimated Closing Date]

Price Point: [Insert Price Range]

Specific Needs: [Insert e.g., Proximity to VA hospital, schools, or acreage]

Please confirm receipt of this referral and let me know if you are available to assist them. I have informed the client that you are an expert in your local market and will be reaching out shortly.

I look forward to our signed referral agreement of [Insert Percentage]% of the gross commission on the [buying/selling] side of this transaction.

Sincerely,

[Your Name]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]