

Date: [Date]

[Receiving Agent Name]

[Brokerage Name]

[City, State, Zip]

Subject: REFERRAL - Short Notice Military Relocation (PCS)

Dear [Receiving Agent Name],

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

Due to the nature of their military orders, this is a short-notice relocation. They are currently looking to [Buy/Rent] a home with a target move-in date of [Date].

Client Contact Information:

Phone: [Client Phone Number]

Email: [Client Email Address]

Key Requirements:

- Service Branch: [Branch]
- Reporting Date: [Date]
- Budget/BAH Range: [Amount]
- Specific Needs: [e.g., Proximity to gate, school districts, VA Loan eligibility]

As per our agreement, I am requesting a referral fee of [Percentage]% of the [listing/buying] side of the commission, payable at the close of escrow. Please acknowledge receipt of this referral and send over your standard referral agreement form for my broker's signature.

Thank you for providing our service members with the expedited attention they require during this transition.

Best regards,

[Your Name]

[Your Brokerage]

[Your Phone Number]

[Your Email Address]