

Subject: Referral: VA Loan Approved Buyer - [Client Name]

Dear [Receiving Agent Name],

I am reaching out to formally refer my client, [Client Name], who is looking to purchase a home in your market area of [City/Area].

They are a highly motivated buyer and are already **VA Loan Approved** with a pre-approval amount of up to \$[Amount]. They have their Certificate of Eligibility (COE) ready and are working with a lender who specializes in VA transactions to ensure a smooth closing process.

Based on your expertise in the [Area Name] market, I believe you are the right person to help them find their next home. Please find their contact information below:

- **Client Name:** [Client Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Timeline:** [Immediate / 30-60 Days / etc.]

Per our standard agreement, I am requesting a referral fee of [Percentage]% of the gross commission on the buy-side of the transaction. I will send over the formal referral agreement via electronic signature for your records.

Please let me know once you have made initial contact with them. Thank you for taking great care of this Veteran client.

Best regards,

[Your Name]
[Your Brokerage]
[Your Phone Number]
[Your Email]