

Date: [Date]

To: [Receiving Agent Name]

Brokerage: [Receiving Brokerage Name]

Location: [City, State/Installation Name]

Subject: Referral of Military Family - [Client Last Name] - PCS Relocation to [Installation Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Client Name(s)], a military family currently stationed at [Current Installation] who will be relocating to your area due to a Permanent Change of Station (PCS) order. Their expected arrival date is [Month/Year].

As a specialist in military relocation, I have been working with them to prepare for this move. They are looking for an agent who understands the unique timelines and requirements of military life, including BAH (Basic Allowance for Housing) considerations and the VA home loan process.

Client Requirements:

- Desired Property Type: [Single Family/Townhome/Condo]
- Price Range: \$[Amount] to \$[Amount]
- Must-haves: [e.g., Close proximity to gate, specific school district, fenced yard]
- Financing Status: [e.g., Pre-approved for VA Loan]

Please confirm your availability to assist this family and let me know your preferred method for the initial introduction. I have attached the signed Referral Agreement outlining the [Percentage]% referral fee to be paid to [Your Brokerage Name] upon the successful closing of a transaction.

I look forward to hearing from you and ensuring a smooth transition for this military family.

Sincerely,

[Your Name]

[Your Title/Designations, e.g., MRP]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]