

[Your Name]
[Your Agency Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Receiving Agent Name]
[Receiving Agency Name]
[Receiving Agency Address]

Subject: Professional Referral - Military PCS Relocation - [Client Name]

Dear [Receiving Agent Name],

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

The clients are currently serving in the [Branch of Service] and are transitioning from [Current Location]. They are looking to [Buy/Rent] a home in your area with an estimated arrival date of [Date].

Client Details:

- **Rank/Status:** [Rank/Active Duty/Veteran]
- **Search Criteria:** [e.g., 3+ Bedrooms, proximity to base, school district preferences]
- **Financing:** [e.g., Pre-approved for VA Loan]
- **Timeline:** [Date of House Hunting Trip or RNLTD]

I have selected you for this referral based on your expertise in the [Destination] market and your experience working with military families. I have informed the client to expect your call.

Referral Agreement:

This referral is subject to a [Percentage]% referral fee of the [Listing/Selling] side of the commission, payable to [Your Agency Name] upon the successful closing of a transaction. I will forward the formal referral agreement via [DocuSign/Email] shortly.

Please confirm receipt of this referral and let me know when you have made initial contact with the client.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your License Number]