

Subject: URGENT Referral: [Client Name] - [Market Area]

Dear [Recipient Name],

I am reaching out to urgently refer a high-priority client, [Client Name], who is looking to [Buy/Sell] property in your market area immediately.

Client Requirements:

- Timeline: [e.g., Must close within 30 days]
- Property Type: [e.g., Single Family/Condo]
- Price Point: [Price Range]
- Financial Status: [e.g., Pre-approved/Cash buyer]

I am seeking an experienced agent who can provide immediate deployment and high-level service. If you are available to take this lead, I am proposing a referral fee of [Percentage]% of the [Listing/Buying] side commission, payable upon closing.

Please confirm your availability and interest by [Time/Date]. Once confirmed, I will send the formal referral agreement and introduce you to the client via email.

Best regards,

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