

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally refer my clients, [Client Names], who are currently looking to purchase a vacation home in your area. They are specifically interested in [Property Type/Location] and have a budget of approximately [Price Range].

I have selected you for this referral because of your expertise in the [City/Region] market. I am confident that you will provide them with the high level of service they expect.

Please let me know if you are available to work with them. If so, I will send over the signed Referral Agreement for your records. We are proposing a referral fee of [Percentage]% of the gross commission on the side of the transaction you represent.

I look forward to hearing from you and hope this is the start of a great professional relationship.

Best regards,

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