

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

[Date]

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

Subject: Referral for Ski Resort Property Services - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], who is currently looking to [buy/sell] a premium property within the [Name of Ski Resort/Area] market.

Knowing your expertise in luxury mountain estates and your deep understanding of the local resort inventory, I am confident that you are the best professional to assist them with their specific needs. [Client Name] is particularly interested in [mention specific details, e.g., ski-in/ski-out access, rental income potential, or specific neighborhoods].

I have provided [Client Name] with your contact information, and they are expecting a call from you. You can reach them directly at [Client Phone Number] or [Client Email Address].

As per our standard professional agreement, I look forward to receiving the referral fee documentation once the transaction is successfully closed. Please let me know if you require any further information regarding this client's preferences or history.

Thank you for taking excellent care of this referral. I look forward to working with you again in the future.

Best regards,

[Your Signature]

[Your Printed Name]