

[Your Name]
[Your Company]
[Your City, State/Province, Country]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Company]
[Recipient City, State/Province, Country]

Subject: Referral for Vacation Property Inquiry - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my clients, [Client Name(s)], who are interested in purchasing a vacation property in your market.

As I specialize in real estate here in [Your Location], I want to ensure my clients receive the best possible local expertise for their international investment. After researching your track record in [Recipient's City/Region], I am confident that your knowledge of the local luxury and vacation home market will be a great asset to them.

Client Requirements:

- Property Type: [e.g., Beachfront Villa / Condo / Mountain Cabin]
- Budget Range: [Amount and Currency]
- Timeline: [e.g., Looking to purchase within 6 months]
- Specific Interests: [e.g., Rental income potential, proximity to airport]

I have CC'd the clients on this email so you may introduce yourself directly. Please let me know if you accept this referral so we can discuss the standard referral fee agreement and any necessary documentation for this cross-border transaction.

I look forward to the possibility of working together to help [Client Name] find their ideal vacation home.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your License Number, if applicable]