

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

[Date]

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

Dear [Recipient Name],

I am writing to formally introduce and recommend [Agent Name] from [Agent's Brokerage] to assist you with your real estate needs.

Having worked closely with [Agent Name] in the past, I have seen firsthand their commitment to excellence and deep knowledge of the [Specific Area/Market] market. They have a proven track record of securing the best possible terms for their clients, whether buying or selling. I am confident that their professionalism and strategic approach will provide you with a significant advantage in your upcoming transaction.

I have taken the liberty of CC'ing [Agent Name] on this email so that you may connect directly. Alternatively, you can reach them at [Agent Phone Number] or [Agent Email Address].

I know you are in excellent hands, and I look forward to hearing about your successful closing.

Best regards,

[Your Signature]

[Your Printed Name]