

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

I am reaching out because I have followed your work in [Recipient's Industry] and have been consistently impressed by your reputation for excellence and client satisfaction.

As a top producer in [Your Industry], I frequently work with high-caliber clients who often require professional services in your field. Currently, I am looking to establish a formal referral partnership with a trusted expert to whom I can confidently direct my clients.

Given our shared commitment to high standards, I believe a strategic referral exchange between us could be mutually beneficial. I would value the opportunity to learn more about your business and discuss how we can support each other's growth.

Are you available for a brief introductory call or a coffee meeting next week? Please let me know your availability.

Best regards,

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