

Subject: Referral Introduction: [Client Name] - Relocating from [State A] to [State B]

Dear [Recipient Name],

I am writing to formally introduce my clients, [Client Name], who are planning an interstate relocation from [Current City, State] to [Destination City, State].

As I am licensed in both [State A] and [State B], I am currently representing them in the sale of their home at [Current Address]. Because they are moving to your local market, I am looking to partner with a dedicated professional to assist them with the purchase of their new residence.

Client Requirements:

- Property Type: [e.g., Single Family/Condo]
- Budget: [Price Range]
- Desired Neighborhoods: [List Areas]
- Timeline: [Closing Date/Move-in Date]

I believe your expertise in [Local Market Area] makes you an excellent fit for their needs. I would like to discuss a formal referral agreement of [Percentage]% for this transaction.

Please let me know if you are available to take on this referral. I would be happy to schedule a three-way introductory call with the clients once the agreement is signed.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[State A License Number] | [State B License Number]