

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

[Date]

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

Dear [Recipient Name],

My name is [Your Name] and I am with [Your Company Name] located in [Your State]. I am reaching out because we frequently work with clients who are looking to expand or relocate into [Recipient's State].

I have been following your work in [Recipient's Industry/Niche] and have been impressed by your reputation for excellence. Since our businesses do not directly compete due to our different state licenses and territories, I believe there is a great opportunity for a mutual referral partnership.

We often encounter clients who require [Specific Services] in your area, and I would love to have a trusted professional to whom I can confidently send these leads. Likewise, should you have clients looking to conduct business or move to [Your State], I would be happy to provide them with the same high level of service you provide.

Would you be open to a brief introductory call next week to discuss how we might support each other's clients? I would love to learn more about your business and see if we are a good fit for a formal referral arrangement.

I look forward to hearing from you.

Best regards,

[Your Signature]

[Your Printed Name]
[Your Job Title]