

[Date]

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

Dear [Recipient Last Name],

My name is [Your Name] and I am a licensed Realtor with [Your Brokerage] in [Your City/State]. I am writing to you because I am looking to establish a professional referral partnership with a reliable agent across the state line in [Recipient's State].

As you know, our region sees a high volume of clients relocating between [State A] and [State B]. To ensure my clients receive the best possible service when moving out of my area, I am building a "Bi-State Referral Network" of trusted experts.

I have reviewed your professional profile and recent activity in [Recipient's Local Market], and I believe our business values align. I would like to be your primary point of contact for any clients you have moving to [Your Area], and in return, I would like to direct my outgoing [Recipient's State] leads to you.

I would appreciate the opportunity to have a brief 10-minute phone call to discuss your referral fee structures and how we can support each other's growth. Are you available sometime next week?

I look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your License Number]
[Your Phone Number]
[Your Email Address]
[Your Website]