

Dear [Client Name],

I hope this letter finds you well. As you consider investing in a vacation home in [State Name], I wanted to personally introduce you to a trusted colleague who specializes in that specific market.

While I continue to handle all your real estate needs here in [Your State], [Referral Agent Name] with [Referral Company Name] is an expert in the [City/Region] area. They have an impressive track record of helping clients find the perfect seasonal retreats and investment properties.

I have already briefed [Referral Agent Name] on your specific preferences and goals. You can expect a call from them shortly, or you may reach them directly at [Referral Agent Phone Number] or [Referral Agent Email].

We will be working closely together to ensure your transition between markets is seamless and that you receive the highest level of service in both states.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email Address]