

[Your Name]
[Your Company]
[Your State/License Number]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Referral Introduction for [Client Name/Entity]

Dear [Recipient Name],

I am writing to formally introduce my client, [Client Name], who is seeking commercial real estate expertise in [Recipient's State]. As a commercial broker licensed in [Your State], I have been assisting them with their portfolio, but their current requirements necessitate a local expert with specific knowledge of the [City/Region] market.

Client Requirements:

- Asset Class: [e.g., Industrial, Retail, Office, Multi-Family]
- Transaction Type: [e.g., Acquisition, Disposition, or Tenant Representation]
- Budget/Square Footage: [Insert Details]
- Timeline: [Insert Timeline]

Because of your reputation in [Recipient's State], I am confident you are the right professional to handle this cross-state requirement. I have attached a signed Referral Agreement outlining the [Percentage]% referral fee payable to [Your Company] upon the successful closing of a transaction.

Please let me know when you are available for a brief introductory call with the client. I look forward to collaborating with you on this deal.

Best regards,

[Your Signature]

[Your Printed Name]