

[Your Name]
[Your Agency Name]
[Your City, Country]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Agency Name]
[Recipient City, Country]

Subject: Referral of Client for International Real Estate Services

Dear [Recipient Last Name],

I am writing to formally refer my client, [Client Name], who is interested in purchasing/selling property in [Recipient's Country/Region].

Having researched your expertise and reputation in the [Local Market Name] market, I am confident that you are the right professional to assist them with this cross-border transaction. [Client Name] is specifically looking for [Type of Property, e.g., luxury residential, commercial investment] with a budget of approximately [Budget Amount].

Regarding the professional referral fee, I propose a standard international referral commission of [Percentage]% of the gross commission earned by your side of the transaction, payable upon successful closing. Please let me know if this aligns with your agency's policies so we may execute a formal referral agreement.

I have copied the client on this email to facilitate an introduction. Please reach out to them directly at [Client Email/Phone] to begin the consultation process.

I look forward to a successful collaboration and hope to return the favor should any of your clients seek to invest in [Your Country/Region].

Best regards,

[Your Signature]

[Your Name]
[Your License Number, if applicable]