

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

[Date]

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

Re: International Client Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], who is interested in acquiring/selling property in [City/Country]. Based on your expertise in the [Local Market Name] real estate market, I believe you are the best professional to assist them with this cross-border transaction.

Client Requirements:

- Property Type: [Residential/Commercial/Investment]
- Budget Range: [Currency and Amount]
- Specific Preferences: [List specific needs or locations]
- Timeline: [Expected closing date or start date]

I have discussed this referral with the client, and they are expecting your call. Please acknowledge receipt of this referral and provide your standard referral agreement for my review.

Per our preliminary discussion, it is understood that a referral fee of [Percentage]% of the [gross/net] commission received by your brokerage shall be paid to [Your Company Name] upon the successful closing of the transaction.

I look forward to a successful collaboration and hope to send more business your way in the future.

Best regards,

[Signature]

[Your Printed Name]
[Your License Number/Title]