

To: [Receiving Agent Name]
[Brokerage Name]
[City, Country]

Date: [Date]

Subject: International Real Estate Referral - [Client Name]

Dear [Receiving Agent Name],

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

Client Profile:

- **Budget:** [Amount and Currency]
- **Property Type:** [Residential/Commercial/Investment/Vacation]
- **Timeframe:** [Immediate/3-6 Months/Long-term]
- **Specific Requirements:** [e.g., Residency status, proximity to schools, specific neighborhoods]

Referral Fee Agreement:

In exchange for this referral, it is agreed that a referral fee of [Percentage]% of the buyer side commission shall be paid to [Your Brokerage Name] upon the successful closing and funding of a transaction by this client.

Please confirm your acceptance of this referral by signing and returning a copy of your standard referral agreement or by replying to this email with your confirmation.

I have copied the client on this correspondence to facilitate an introduction. I look forward to a successful collaboration.

Best regards,

[Your Name]
[Your Title]
[Your Brokerage Name]
[Your Phone Number]
[Your Email Address]
[Your License Number]