

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, Country]

RE: International Client Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], who is interested in selling their property located in [Property City/Country]. As a professional colleague specializing in the [Recipient's Local Market] market, I believe your expertise is best suited to manage this international listing.

Property Details:

- Address: [Full Property Address]
- Property Type: [e.g., Residential/Commercial/Luxury]
- Estimated Value: [Currency and Amount]

Client Requirements:

[Client Name] is looking for a seamless cross-border transaction and requires assistance with [specific needs, e.g., local tax compliance, legal representation, or high-end marketing].

Referral Fee Agreement:

In exchange for this referral, it is proposed that a referral fee of [Percentage]% of the total gross commission received by your brokerage be paid to [Your Company Name] upon the successful closing of the sale. We will provide our W-8BEN / tax documentation as required for international wire transfers.

Please confirm your availability to take on this client and your acceptance of the referral terms. Once confirmed, I will introduce you directly to [Client Name] via email to initiate the listing process.

I look forward to a successful collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your License Number/Designation]