

Date: [Date]

From:

[Your Name/Agency Name]

[Your License Number]

[Your Country/City]

[Your Contact Information]

To:

[Recipient Name/Agency Name]

[Recipient Country/City]

[Recipient Contact Information]

Subject: Formal Cross-Border Client Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], who is interested in acquiring/selling real estate property in [Target Country/Region].

Client Requirements:

- **Property Type:** [Residential/Commercial/Investment]
- **Budget Range:** [Currency and Amount]
- **Preferred Locations:** [Specific Neighborhoods or Cities]
- **Timeline:** [Immediate/Within 6 Months/Etc.]

Referral Fee Agreement:

In consideration of this referral, it is agreed that [Recipient Agency] will pay [Your Agency] a referral fee of [Percentage]% of the total gross commission received by the receiving side upon the successful closing of a transaction. All payments shall be made in [Currency] within [Number] days of the closing date.

Client Contact Information:

- **Phone:** [Client Phone]
- **Email:** [Client Email]
- **Preferred Method of Contact:** [Email/WhatsApp/Call]

Please acknowledge receipt of this referral and confirm your acceptance of the terms by signing below or replying via email. I look forward to a successful collaboration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acceptance of Referral and Terms:

Signature: _____ Date: _____