

[Your Name]
[Your Company Name]
[Your City, Country]
[Your Email/Phone Number]

[Date]

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

Subject: International Client Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your professional relocation services. They are currently planning a cross-border move from [Origin City/Country] to [Destination City/Country], scheduled for [Target Move Date].

As [Client Name] is seeking a seamless transition, I believe your expertise in the [Destination City] market and your experience with international arrivals make you the ideal partner for this relocation. Their primary requirements include:

- [Requirement 1: e.g., Corporate housing or long-term rental search]
- [Requirement 2: e.g., School search and enrollment assistance]
- [Requirement 3: e.g., Visa/Work permit documentation support]
- [Requirement 4: e.g., Neighborhood orientation and settling-in services]

I have CC'd the client on this email so that you may connect directly. Please let me know once you have made initial contact so we can discuss the referral agreement and any necessary administrative steps.

I look forward to working together to ensure a successful relocation for [Client Name].

Best regards,

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