

Date: [Insert Date]

To: [Name of Receiving Broker/Agent]

[Company Name]

[City, Country]

Subject: International Commercial Real Estate Referral - [Client Name]

Dear [Name of Receiving Broker],

I am writing to formally refer my client, **[Client Name/Company Name]**, for professional commercial real estate services in **[Target Country/City]**.

The client is currently seeking assistance with the following:

- **Transaction Type:** [Acquisition / Leasing / Investment / Disposition]
- **Property Type:** [Office / Industrial / Retail / Multi-family / Hospitality]
- **Approximate Budget:** [Amount in Local Currency]
- **Specific Requirements:** [e.g., Square footage, location preferences, or yield requirements]

I have selected your firm based on your expertise in the [Specific Market] market. I believe your team is best positioned to represent the client's interests and navigate the local regulatory and market landscape.

Referral Fee Agreement:

In consideration of this referral, it is understood that a referral fee of **[Percentage]%** of the total gross commission earned by your firm on the resulting transaction shall be paid to **[Your Company Name]**. This fee shall be payable upon the successful closing of the transaction and receipt of commissions.

Please confirm your acceptance of this referral and the terms stated above by signing and returning a copy of this letter. Once received, I will facilitate a formal introduction between you and the client.

I look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Accepted by:

Signature: _____

Name: [Name of Receiving Broker]

Date: _____