

[Your Name]
[Your Luxury Agency Name]
[Your City, Country]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Agency Name]
[Recipient City, Country]

Subject: Referral of High-Net-Worth Client for [Property Type/Market Name]

Dear [Recipient Last Name],

I am writing to formally refer one of my premium clients, [Client Name], who is currently seeking to expand their real estate portfolio within your jurisdiction. Given your reputation for handling high-end luxury transactions in [Recipient's Market], I am confident they will receive the level of discretion and expertise they require.

The client's specific interests include:

- Property Type: [e.g., Waterfront Villa, Penthouse, Historic Estate]
- Budget Range: [Currency and Amount]
- Key Requirements: [e.g., Privacy, Concierge Services, Proximity to Business District]
- Timeline: [Immediate / 6-12 Months]

Please find the client's contact details below:

Name: [Client Name]
Phone: [Client Phone]
Email: [Client Email]

Per our standard international referral protocols, I propose a referral fee of [Percentage]% of the total commission received by your agency upon the successful closing of a transaction. I have attached my agency's standard referral agreement for your signature.

I look forward to a successful collaboration and am available to discuss the client's background and specific needs at your convenience.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Professional Title]