

Date: [Insert Date]

[Recipient Name]

[Recipient Agency/Firm]

[Recipient Address]

[City, Country]

Subject: Global Real Estate Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], to you for professional real estate assistance in [Target City/Country].

As a fellow member of the global real estate network, I trust your expertise in handling cross-border transactions. My client is currently seeking to [Buy/Sell/Lease] property with the following requirements:

- Property Type: [Residential/Commercial/Industrial]
- Budget/Price Range: [Amount and Currency]
- Specific Needs: [e.g., Investment, relocation, proximity to amenities]
- Timeline: [Expected completion date]

Please find the client's contact information below:

Name: [Client Name]

Email: [Client Email]

Phone: [Client Phone Number]

Regarding the referral fee, I propose a commission split of [Percentage]% of the [Listing/Buying] side of the commission, payable upon the successful closing of the transaction. Please confirm your acceptance of these terms by replying to this letter.

I have briefed the client on your qualifications, and they are expecting your call. I look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]