

[Date]

[Recipient Name]

[Recipient Title]

[Corporate Firm Name]

[City, State, Zip Code]

Subject: Referral for Out-of-State Relocation - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], who is currently planning a relocation from [Current City/State] to [Target City/State].

For the past [Number] years, I have represented [Client Name] in their local real estate matters through my boutique agency. As they transition into your market, I am confident that your corporate firm's extensive resources and specialized relocation department will provide the high-level support they require for this move.

The client's primary requirements include:

- Property Type: [e.g., Single Family Home/Luxury Condo]
- Price Range: [Amount]
- Timeline: [Date]
- Specific Needs: [e.g., School districts, proximity to business district]

I have CC'd [Client Name] on this email so you may connect directly. Please send over your standard referral agreement for my broker's signature so we can formalize this arrangement.

Thank you for taking excellent care of them. I look forward to a successful closing.

Best regards,

[Your Name]

[Your Title]

[Your Boutique Agency Name]

[Your Phone Number]

[Your Email Address]