

[Date]

[Recipient Name]

[Recipient Title]

[Corporate Firm Name]

[Address Line 1]

[Address Line 2]

Re: Referral of Industrial Property Listing - [Property Address/Name]

Dear [Recipient Name],

I am writing to formally refer a specialized industrial property requirement to your team at [Corporate Firm Name].

Our boutique firm, [Your Firm Name], currently represents [Client Name/Entity] regarding their interest in the property located at [Property Address]. Given the scale and specific corporate requirements of this industrial asset, we believe your firm's institutional platform and industrial division are best suited to facilitate this transaction.

Property/Requirement Details:

- **Property Type:** [e.g., Heavy Manufacturing / Warehouse / Distribution]
- **Square Footage:** [Approximate Size]
- **Key Features:** [e.g., Ceiling height, loading docks, rail access]

We request a standard referral agreement for this introduction. We suggest a referral fee of [Percentage]% of the [gross commission/listing side] earned by your firm upon the successful closing of a lease or sale with this client.

Please let me know if you are in a position to accept this referral. Once confirmed, I will provide the client's full contact details and all relevant background documentation to initiate the introduction.

I look forward to the possibility of collaborating with your corporate team on this mandate.

Sincerely,

[Your Name]

[Your Title]

[Your Boutique Firm Name]

[Your Phone Number]

[Your Email Address]