

[Your Name]
[Your Boutique Firm Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Global Brokerage Name]
[Recipient Department/Division]
[Recipient Address]
[City, State, Zip Code]

RE: Professional Referral - [Client Name or Project Name]

Dear [Recipient Name],

I am writing to formally refer our client, [Client Name], to your firm for [Specific Service/Market Area].

As a boutique firm specializing in [Your Specialization], we have worked closely with [Client Name] on [Brief Description of Past Work]. However, their current requirements regarding [Specific Need, e.g., international expansion, institutional capital, or multi-market coverage] exceed our current local scope. Given your firm's global platform and extensive resources in [Specific Department], I believe you are best positioned to facilitate their next phase of growth.

The client is specifically looking for assistance with:

- [Key Requirement 1]
- [Key Requirement 2]
- [Key Requirement 3]

I have discussed this referral with [Client Name], and they are expecting a follow-up. I have attached a brief summary of their requirements to this letter. Please let me know who the primary point of contact will be for this matter so I can facilitate an introductory call.

We look forward to the possibility of collaborating with your team to ensure the client receives the highest level of service.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]