

[Your Name]
[Your Title/Boutique Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Executive Name]
[Executive Title]
[Company Name]
[Company Address]

Subject: Professional Referral for Luxury Relocation Services

Dear [Executive Name],

I am writing to formally introduce [Client Name], who is currently preparing for a professional relocation to [City/Region]. Having worked closely with [Client Name] in the luxury real estate sector, I am confident that their transition would benefit significantly from your corporate executive relocation expertise.

[Client Name] currently holds the position of [Client Title] at [Client Company] and requires a bespoke level of service that aligns with the standards of your executive program. Their specific requirements include [mention 1-2 specific needs, e.g., proximity to financial districts or high-end private schooling].

I have highly recommended your services based on your reputation for discretion, efficiency, and white-glove management of high-net-worth transitions. I have copied [Client Name] on this correspondence so that you may connect directly to discuss the next steps of their move.

Thank you for extending your professional courtesy to this referral. I look forward to hearing about a successful placement.

Sincerely,

[Your Signature]

[Your Printed Name]