

[Your Name]
[Your Title]
[Regional Boutique Firm Name]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Director of Real Estate/Site Selection]
[Corporate Franchise Name]
[Address]

Re: Strategic Site Selection Referral - [City/Market Name]

Dear [Recipient Name],

I am writing to formally refer a high-potential site for consideration by [Corporate Franchise Name] within the [Market Name] region. As a boutique firm specializing in local market intelligence, we have identified a location that aligns with your brand's specific demographic requirements and operational criteria.

The subject property is located at [Full Address/Intersection] and offers the following advantages:

- **Traffic Volume:** [Insert daily traffic count]
- **Demographics:** [Insert key demographic stat, e.g., median income or population density]
- **Visibility:** [Mention signage or frontage details]
- **Co-Tenancy:** [List neighboring anchor tenants]

We have performed a preliminary analysis and believe this site offers a competitive advantage for your franchise's expansion strategy. Attached to this letter, please find the site map, aerial photos, and a brief market overview.

We would welcome the opportunity to discuss this referral in more detail or to coordinate a site visit with your team. Please let us know if you require additional documentation or a formal introduction to the property owner.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]