

[Your Name]
[Your Boutique Brokerage Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Corporate Brokerage Name]
[Recipient Address]

RE: Client Referral for Commercial Leasing - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name/Company Name], to you for assistance with their upcoming commercial leasing requirements in the [City/Market] area.

My client is currently seeking [Office/Industrial/Retail] space with the following preliminary specifications:

- Approximate Square Footage: [Size Range]
- Preferred Location: [Specific Neighborhoods]
- Target Move-in Date: [Date]
- Special Requirements: [Specific Needs, e.g., high ceilings, loading docks, etc.]

Given your firm's extensive corporate resources and expertise in this specific asset class, I believe you are best positioned to represent their interests for this transaction.

Please confirm your acceptance of this referral and your agreement to a referral fee of [Percentage]% of the total gross commission received by your firm upon the successful execution of a lease. I have attached our standard referral agreement for your signature.

I will introduce you to [Client Name] via email once the agreement is acknowledged. Thank you for your professional assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]