

[Date]

[Recipient Name]

[Brokerage/Company Name]

[Address]

[City, State, Zip Code]

RE: Referral of Commercial Real Estate Asset - [Name of Trust/Estate]

Dear [Recipient Name],

I am writing to you in my capacity as the [Trustee/Executor/Representative] for the [Name of Trust or Estate]. The estate currently holds a commercial interest in the following property and we have reached a stage where a disposition of the asset is required:

**Property Address:** [Property Address]

**Asset Type:** [e.g., Office, Retail, Industrial, Multi-family]

**Estimated Square Footage:** [Size]

Based on your expertise in the [Local Market/Asset Class] market, I would like to formally refer this listing to you. Our objective is to secure a fair market value sale that aligns with the fiduciary duties owed to the beneficiaries of the [Trust/Estate].

Please provide a Broker Opinion of Value (BOV) and a proposed marketing timeline for our review. Specifically, we require an analysis that takes into account the current occupancy status and any potential zoning considerations.

I have attached the preliminary property information and relevant title documents for your review. Please contact me at [Phone Number] or [Email Address] to schedule an initial site visit and to discuss the formal listing agreement and referral fee structure.

I look forward to your proposal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., Successor Trustee/Executor]

[Phone Number]