

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

RE: Referral for Commercial Land Acquisition - [Property Name/Location]

Dear [Recipient Name],

I am writing to formally refer a potential commercial land development acquisition opportunity located at [Address or Property Description].

The property consists of approximately [Number] acres and is currently zoned for [Current Zoning Type]. Based on preliminary research, this site appears to be highly suitable for [Proposed Use, e.g., Mixed-use, Industrial, Retail] development due to its proximity to [Key Landmark or Infrastructure].

The owner of the property is [Owner Name], who can be reached at [Owner Contact Information]. I have [Choose one: already spoken to them regarding your interest / not yet contacted them].

As per our previous discussions, I understand that a referral fee of [Percentage or Dollar Amount] is to be paid to [Referrer Name] upon the successful closing of this acquisition. Please acknowledge receipt of this referral and let me know if you require any additional site maps, tax information, or contact details to begin your due diligence.

I look forward to hearing how you wish to proceed.

Sincerely,

[Your Signature]

[Your Printed Name]