

[Your Name/Company Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]

**RE: Referral of International Investor - [Investor Name/Entity]**

Dear [Recipient Name],

I am writing to formally refer [Investor Name], an international investor based in [Country], who is actively seeking commercial real estate opportunities in [Target City/Region].

The investor's primary criteria include:

- **Asset Class:** [e.g., Multi-family, Hospitality, Office, Industrial]
- **Investment Volume:** [e.g., \$5M - \$20M]
- **Preferred Yield/CAP Rate:** [e.g., 6%+]
- **Timeline:** [e.g., Ready to deploy capital within 90 days]

I believe your expertise in the [Local Market Name] market aligns perfectly with their acquisition goals. I have informed the client of your track record and they are expecting your contact.

Please acknowledge receipt of this referral and confirm your standard referral fee agreement of [Percentage]% of the gross commission earned upon a successful closing. I will then facilitate a formal introduction via email.

I look forward to a successful collaboration.

Best regards,

[Your Signature]

[Your Printed Name]  
[Your License Number, if applicable]