

# Proposal for Client Referrals Partnership

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name] centered around client referrals.

As a leading employment agency, we specialize in connecting businesses with top talent. We believe that a collaboration between our companies could yield significant benefits, particularly through shared referrals of potential clients seeking recruitment services.

We outline below the key components of our proposal:

- Referral Agreement: Each time a referral you provide leads to a successful placement, we offer a [specific percentage]% commission.
- Marketing Support: We will provide marketing materials and co-branding opportunities to support our partnership.
- Regular Updates: We will keep you informed of new services and industry trends that may benefit your clients.

We are confident that this partnership will enhance both of our businesses and provide exceptional value to our clients. I would love the opportunity to discuss this proposal further and explore how we can work together to maximize our potential.

Please let me know your availability for a meeting or call in the upcoming weeks. Thank you for considering this opportunity. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]