

Referral Request Letter

Date: [Insert Date]

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

[Recipient's Name]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a local real estate professional with [Your Company/Agency Name]. I am reaching out to see if you would be open to collaborating on mutual referrals.

As someone who values community connections, I believe that we can benefit from referring our clients to each other. If you have clients who are looking to buy or sell their properties, I would greatly appreciate your referrals. In return, I would be happy to send any potential buyers or sellers your way for [specific services or products you offer].

Let's support each other's businesses and enhance our clients' experiences together. If you are interested, I would love to discuss this further over coffee or a quick call.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Agency Name]
[Your Phone Number]
[Your Email]