Date

Agent Hunna Hunna

123 Main Street

Anywhere, NY 12345

Dear Agent Hunna Hunna,

I just wanted to make a quick introduction and to say how much I admire your work. Your **professionalism and integrity make you a stand out agent**, and our industry certainly needs more of that!

Because of your reputation, I’m sure that you are extremely careful with your referrals. I wanted to reach out to you and let you know that I take referrals very seriously. In fact, I will not only **pay a 30% referral fee**, but you have my word that **I will handle your clients and referrals with the utmost level of care, professionalism, and service**. I would also keep you in the loop throughout the entire process.

If **you have a client in my area who you’d like to ensure is taken good care of**, I’d be honored if you’d consider referring them to me. Call or text me anytime.

Thank you and I hope to speak to you soon.

Warm regards,

Darryl Davis

Power Realty