

## Referral Request Letter Template

<Client name and address block>

Hello <first name>,

I hope this letter finds you and your family in good health and spirits. As you know, I greatly value the business and personal relationship that I have with you. I write today to ask a favor: I am looking to expand my business and work for more good people, like you. Do you have any friends, family, or colleagues in need of real estate brokerage services?

As you may already know, my services include:

- Real estate sales
- Real estate purchases
- Real estate home staging
- Local real estate market reports
- Local real estate market expertise and guidance
- Real estate professional referrals (for those moving to another state or country)
- Real estate leasing (commercial, industrial, retail, residential)
- Other: do you have a unique real estate issue that you need assistance with? I am happy to work with you to find solutions.

Again, thank you for supporting me and my business endeavors. I hope to hear from you soon!

Best Wishes,

<first name>

<Contact block with name  
RE license #  
firm name  
firm address

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.