**Referral Letter to Client Template**

<Client name and address block>

Hello <first name>,

Thank you for contacting me to request a referral for a real estate <agent/broker> in <city, state>. In the past I enjoyed working with <insert broker/agent name> at <insert broker/agent firm> and found <him/her> to be reliable, professional, and knowledgeable about the real estate market in <city, state>.

I hope this information is helpful, but please do not hesitate to write back with any questions or concerns.

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.