**Introduction Letter to an Attorney\*, Inspector, etc.**

<Client name and address block>

Hello <first name>,

My name is <your name> and I am a real estate <broker or sales person> who focuses on serving the real estate needs of home buyers and sellers in <name of neighborhood(s) or geographic region>. I’d like to take this opportunity to introduce myself to you and discuss the potential opportunity of working together on real estate sales. I have <number of years> experience in real estate and understand the importance of using a top-notch <attorney, real estate inspector> to facilitate a smooth real estate closing.

Some of my recent transactions include:

<insert 2-3 recent sales/listings: two-bedroom, listed for xx months sold for $>

If you are interested in working together, call me to meet for coffee and discuss how we can help each other. My contact information is below.

Best Wishes,

<your first name>

<Contact block with name

RE license #

firm name

firm address

email, phone, and social media>

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.

\*these types of partnerships are called [reciprocal referral agreements](https://www.americanbar.org/groups/professional_responsibility/publications/model_rules_of_professional_conduct/rule_7_2_advertising.html) in the legal community,