

[Your Name]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Agency Name]  
[Recipient Address]

Dear [Recipient Name],

I am writing to you because of [Recipient Agency Name]'s strong reputation in the [Specific Market/Area] commercial real estate market. Having followed your recent success with [Specific Project or Property Type], I believe there is a significant opportunity for a strategic partnership between our two firms.

As a specialist in [Your Specialization, e.g., Tenant Representation/Industrial Assets], I frequently encounter clients whose needs extend into [Recipient's Specialization, e.g., Property Management/Investment Sales]. Rather than letting these requirements go unaddressed, I am looking to establish a formal referral or co-brokerage relationship with a trusted partner to ensure maximum value for our clients.

A partnership between us would offer:

- **Expanded Service Offerings:** Providing clients with a full-suite of commercial expertise.
- **Increased Deal Flow:** Reciprocal lead sharing and qualified referrals.
- **Local & Asset Expertise:** Combining our specific market knowledge to close complex transactions.

I would welcome the opportunity to discuss how we can align our resources to grow our respective portfolios. Are you available for a brief introductory call or a coffee next [Day of the week] at [Time]?

I look forward to hearing from you.

Best regards,

[Your Signature]

[Your Printed Name]  
[Your License Number - Optional]