

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

[Date]

[Referral Partner Name]
[Partner Title/Company]
[Address]

Dear [Partner Name],

I am reaching out to you because [Mutual Contact Name] suggested that we connect. Having followed your work with [Partner's Industry/Niche], I believe there is a significant opportunity for us to provide mutual value to our respective clients.

As a specialist in [Specific Type of Insurance, e.g., Commercial Liability/Life & Disability], my goal is to ensure that clients have robust protection that complements their [Partner's Service, e.g., Financial Plans/Real Estate Investments]. I have built my practice on a foundation of transparency and proactive service, values that I know you share.

I am looking to build a streamlined referral network with professionals who prioritize client integrity. I would welcome the chance to learn more about your business objectives and discuss how I can refer my clients to your expertise when they require [Partner's Service].

Are you available for a brief introductory call or coffee on [Day of Week] at [Time]? I would value the opportunity to explore a professional synergy between our agencies.

Best regards,

[Signature]
[Your Typed Name]