**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

**REAL ESTATE AGENT**

[Date]

Dear Rita Lindsey,

I'm writing this letter to recommend Jim Morgan as a real estate agent for your real estate needs. Jim provided me with resources and support for a smooth and pleasant property sale and purchase transition in-between family homes.

As a real estate agent, Jim conducts their work thoroughly and efficiently throughout the entire listing, browsing and negotiation process. They marketed my home for a fast sale and found me another home that met all of my expectations while remaining within my budget and ambitious timeline restrictions. Jim's ability to communicate effectively and negotiate to ensure their clients' satisfaction contributes to their success in their field.

Jim was a dependable and knowledgeable real estate agent who helped me relocate and offered various referrals for brokers, inspectors, construction, maintenance and insurance professionals to assist me after my move, as well. Their work has allowed me to have minimal worries during an important and stressful time, which allows me to recommend them and their services to you with confidence. Please feel free to contact me at the information provided below for further inquiries.

Sincerely,

[Signature]

Deborah Hall

d.hall@email.com

(555) 011-0551