

Directions to CBD Brokers and their clients:

Please look at the template below and use it as you see fit. We believe it will increase the odds of the relocation company allowing you to move forward with our real estate services. You can cut and paste it into an email or print and fax as needed. This document is also available on the CBD Intranet site in our "Documents" section under Relocation Template.

Date

Dear XYZ (Relocation Company),

Regarding your assistance in my real estate relocation, please be advised that we have a long time and trusted real estate agent that we choose to use for this transaction.

Sally Agent (CBD Broker's Name) is a real estate associate for Coldwell Banker Danforth and they have agreed to pay all the normal relocation referral fees associated with this transaction. Please send all the required paperwork to the following contacts:

Agents Contact information:

Sally Agent (CBD Broker's Name)

206-555-1212 (CBD Broker's Phone #)

SallyAgent@ColdwellBanker.com (CBD Broker's Email Address)

Brokerage Contact information:

Coldwell Banker Danforth

Main Contact: Dave Danforth

Secondary Contact: Pauline Mengle

1-800-945-4110

Relocation@CBDanforth.com

Tax ID# 91- 1609936

Thank you and please let me know if you have any questions.

Sincerely,

Mr./Mrs Seller or Buyer

Mr/Mrs Seller or Buyers Contact info