

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring [Referral Name] to me for the sale of their property located at [Property Address].

It is the highest compliment to receive a recommendation from a valued [friend/client/colleague] like you. Please be assured that I will provide them with the highest level of professional service and expertise throughout the entire selling process.

To show my appreciation, I have enclosed a small token of my thanks. I truly value our relationship and the trust you have placed in my real estate services.

I will keep you updated on our progress. If there is anything I can ever do for you, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]