

[Date]

[Recipient Name]
[Recipient Brokerage]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you very much for referring [Client Name] to me. I truly appreciate your trust and the opportunity to assist them with their real estate needs in the [City/Area] market.

I have already made contact with [Client Name], and we are currently [mention current status, e.g., viewing properties / preparing their home for listing]. I will ensure they receive the highest level of professional service throughout the entire process.

I have enclosed a signed copy of the referral agreement for your records. I look forward to a successful closing and will keep you updated on our progress.

Thank you again for the partnership. Please let me know if there is anything I can do for you or your clients in the future.

Sincerely,

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