

[Date]

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

Dear [Recipient Name],

Thank you very much for referring [Prospect Name/Company Name] to me regarding their commercial real estate needs. I truly appreciate the confidence you have placed in my services.

I have already initiated contact with [Prospect Name] to discuss their requirements for [Type of Property/Transaction, e.g., office leasing/warehouse acquisition]. I will ensure they receive the highest level of professional attention and expertise.

Referrals from valued partners like you are the foundation of my business. Please let me know if there is anything I can do to support your endeavors or if you have any other professional needs I can assist with.

I will keep you updated on our progress as things move forward.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]