

[Date]

[Recipient Name]

[Recipient Company/Title]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for referring **[Client Name]** to me regarding the acquisition/sale of their luxury estate at **[Property Address/Neighborhood]**.

I am honored that you have entrusted me with a client of this caliber. Please be assured that they will receive the highest level of white-glove service, discretion, and market expertise. I understand the importance of maintaining the integrity of your professional relationship, and I am committed to representing our mutual interests with excellence.

As per our previous agreement, I will keep you informed of the progress of this transaction. Upon the successful closing of the property, the agreed-upon referral fee of **[Percentage/Amount]** will be processed through the appropriate brokerage channels.

I value our partnership and look forward to the opportunity to reciprocate your kindness in the near future.

Sincerely,

[Your Name]

[Your Title/Luxury Designation]

[Your Company]

[Your Phone Number]

[Your Website]