

[Your Name]
[Your Company/Community Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Organization]
[Address]
[City, State, Zip Code]

Subject: Successful Relocation Referral - [Resident Name]

Dear [Recipient Name],

I am writing to formally thank you for your referral of [Resident Name], who has successfully completed their home sale and officially moved into our senior living community.

Your recommendation played a vital role in ensuring a smooth transition for [Resident Name]. We are pleased to report that they are settling in well and are already enjoying the amenities and social activities our community provides.

We value the trust you place in us when referring your clients. As part of our professional referral program, we have enclosed [mention referral fee, gift card, or commission details, if applicable] as a token of our appreciation for your partnership.

If you have other clients currently considering a transition to senior living, please do not hesitate to contact me. I would be happy to provide them with a tour or any information they may need.

Thank you again for your continued support.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]