

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Acceptance of Property Management Referral Agreement

Dear [Recipient Name],

I am writing to formally accept the Property Management Referral Agreement regarding the property located at [Property Address].

I have reviewed the terms and conditions outlined in the agreement, including the referral fee structure and the scope of management services. I agree to abide by these terms and look forward to a professional and mutually beneficial partnership.

Enclosed is a signed copy of the agreement for your records. Please let me know if any further documentation is required to finalize this arrangement.

Thank you for the opportunity to work together. I look forward to managing this property and providing excellent service to the client.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]