

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Executed Referral Agreement - [Your Company Name] and [Partner Company Name]

Dear [Recipient Name],

Enclosed please find a fully executed copy of the Referral Agreement between [Your Company Name] and [Partner Company Name], signed on [Date].

We are pleased to formalize this partnership and look forward to a mutually beneficial relationship. We are excited about the potential opportunities this collaboration will bring to both our organizations.

Our team will be in touch shortly to discuss the next steps regarding the referral process and any necessary onboarding materials.

If you have any questions regarding the enclosed document or the commencement of our partnership, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: Executed Referral Agreement