

[Date]

[Property Manager Name]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Referral Fee Payment Confirmation

Dear [Property Manager Name],

We are pleased to confirm that a referral fee payment has been issued to you regarding the successful referral of the following client/property:

- **Client Name:** [Client Name]
- **Property Address:** [Property Address]
- **Transaction Type:** [Lease/Sale/Management Contract]
- **Closing/Signing Date:** [Date]

Payment Details:

- **Amount Paid:** \$[Amount]
- **Payment Method:** [Check/ACH/Wire Transfer]
- **Reference Number:** [Transaction ID or Check Number]

We sincerely appreciate your partnership and the trust you placed in our services. We look forward to working with you again on future opportunities.

If you have any questions regarding this payment, please contact our accounting department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]