

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for your recent referral of [Client Name]. I am pleased to share that we have successfully closed the transaction on their new home at [Property Address].

It was a pleasure working with them, and I truly appreciate the trust you placed in me by recommending my services. Referrals from valued [friends/past clients/colleagues] like you are the foundation of my business and the highest compliment I can receive.

As a token of my appreciation, [mention gift or referral fee if applicable, e.g., a gift card is enclosed / I have sent a referral check to your office].

Please keep me in mind if you know anyone else looking to buy or sell real estate in the future. I promise to provide them with the same high level of service.

Thank you again for your support.

Best regards,

[Your Name]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]