

[Date]

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

Dear [Recipient Name],

Thank you very much for referring [Prospective Client Name] to me regarding their commercial real estate needs. I truly appreciate the confidence you have placed in my services.

I have already reached out to [Prospective Client Name] to discuss how I can assist them with their [Lease/Purchase/Sale/Investment] requirements. I will ensure they receive the highest level of professional guidance and market expertise.

Referrals from valued partners like you are the foundation of my business. If there is ever anything I can do to support you or your colleagues, please do not hesitate to ask.

Thank you again for your support.

Best regards,

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