

[Date]

[Recipient Name]

[Recipient Agency Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely thank you for referring [Client Name] to me for their real estate needs. I truly appreciate the trust you have placed in me to assist them.

I have already been in contact with [Client Name], and we are moving forward with [briefly mention next step, e.g., their home search / the listing process]. I will ensure they receive the highest level of service and will keep you updated on the progress of the transaction.

Enclosed, please find the signed referral agreement for your records. I look forward to sending you the referral fee upon a successful closing.

Thank you again for the partnership. Please let me know if there is ever anything I can do to assist you or your clients in my area.

Best regards,

[Your Name]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]