

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring [Client Name] to me. I am pleased to inform you that we have successfully closed the transaction for the property located 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 [partners/friends/clients] like you are the foundation of my business.

As a token of my appreciation, [mention gift or referral fee if applicable, otherwise delete this sentence].

I look forward to the possibility of working with you again in the future. Please do not hesitate to reach out if there is anything I can do for you.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]