

[Date]

[Referring Agent Name]

[Agency Name]

[Address]

[City, State, Zip Code]

Re: Referral Acknowledgment - [Client Name]

Dear [Referring Agent Name],

This letter is to formally acknowledge and thank you for the referral of [Client Name], who is looking to [buy/sell] property in the [City/Area] market.

I have successfully made initial contact with the client, and we are beginning the process of [briefly describe next step, e.g., scouting listings / scheduling a consultation]. I will ensure they receive the highest level of professional service.

As per our agreement, I confirm the referral fee of [Percentage]% of the [listing/selling] side of the commission, payable upon the successful closing of the transaction.

I will keep you updated on the progress of this lead. If you have any additional notes or specific details regarding this client's preferences, please let me know.

I look forward to a successful closing and hope to reciprocate the favor in the future.

Sincerely,

[Your Name]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]