

[Date]

[Referring Agent Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Re: Referral Acknowledgment for [Client Name]

Dear [Referring Agent Name],

Thank you for referring [Client Name] to me for their real estate needs in [Your Service Area]. I truly appreciate the trust you have placed in me to assist your client.

I have successfully made contact with [Client Name], and we are currently [mention current status, e.g., viewing properties / listing their home]. I will keep you updated on the progress of this transaction as we reach major milestones.

As per our signed Referral Agreement, I confirm that a referral fee of [Percentage]% of the [gross/side] commission will be paid to [Referring Agency Name] upon the successful closing and funding of this transaction.

If you have any questions or if there is any further information I should know about the client's preferences, please feel free to reach out.

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

Best regards,

[Your Name]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]