

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Referrer's Name]
[Referrer's Company Name]
[Referrer's Address]
[City, State, Zip Code]

Dear [Referrer's Name],

I am writing to formally acknowledge and thank you for the referral of [Client's Name] regarding the listing of their property located at [Property Address].

I have successfully made contact with [Client's Name] and we are currently in the process of [mention current status, e.g., preparing the listing agreement / scheduling a home evaluation]. I will keep you updated on the progress of this transaction as it moves forward.

As per our previous agreement, a referral fee of [Percentage/Amount] will be paid to your brokerage upon the successful closing of this transaction.

I truly appreciate your trust and confidence in my services. If there is anything I can do to assist you or your clients in the future, please do not hesitate to reach out.

Sincerely,

[Your Signature]

[Your Printed Name]