

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally acknowledge the referral of **[Lead/Client Name]** regarding the commercial property located at **[Property Address/Description]**.

We appreciate you connecting us with this opportunity. We have initiated contact with the lead and are currently [mention current status, e.g., evaluating their requirements / scheduling a site visit].

As per our previous agreement, should this referral result in a successful [lease/sale/transaction], you will be eligible for a referral fee of [Amount or Percentage] upon the closing of the deal and receipt of commissions.

We will keep you informed of any significant progress regarding this lead. If you have any further information that might assist us in closing this transaction, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]