

[Date]

[Referrer Name]

[Referrer Address]

[City, State, Zip Code]

Subject: Progress Update on Referral - [Property Address]

Dear [Referrer Name],

I am writing to provide you with an update regarding the client you recently referred to me, [Client Name].

I am pleased to inform you that the property located at [Property Address] is now officially active on the market. We have completed the following steps:

- Professional photography and staging.
- Listing activation on the MLS and major real estate portals.
- Initial marketing campaigns and "Just Listed" notifications.

We have already begun receiving inquiries and are currently scheduling initial showings. I will continue to keep you informed as we reach major milestones, such as receiving offers or moving into the closing phase.

Thank you again for your trust and for the opportunity to work with [Client Name]. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email Address]