

[Date]

[Referrer Name]

[Referrer Address]

[City, State, Zip Code]

Dear [Referrer Name],

I am writing to provide you with an update regarding the referral you shared with us for **[Prospect Name]**.

I am pleased to inform you that we have officially submitted our initial offer to them. This marks a significant step forward in our process, and we are currently awaiting their feedback and review.

Thank you again for putting us in touch with [Prospect Name]. Referrals from trusted partners like you are the foundation of our business, and we truly appreciate your confidence in our services.

I will continue to keep you informed as we reach further milestones in this negotiation. Please feel free to reach out if you have any questions.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]