

Date: [Date]

To: [Referral Partner Name]

From: [Your Name]

Subject: Great News! Clear to Close for [Client Name]

Dear [Referral Partner Name],

I am excited to inform you that we have officially received the **Clear to Close** for [Client Name]'s mortgage application regarding the property at [Property Address].

This means all financing conditions have been met, and we are ready to head to the closing table. I have already coordinated with the client and the title company to finalize the signing schedule for [Closing Date].

Thank you for your partnership and for trusting me with your client. My goal is to ensure a smooth final signature process and a celebratory closing day for everyone involved.

I look forward to working on many more successful transactions with you in the future.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]