

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Referral Fee for [Property Address]

Dear [Recipient Name],

I am pleased to inform you that the real estate transaction for the property located at [Property Address] has successfully closed as of [Closing Date].

We would like to thank you for your referral of [Client Name]. It was a pleasure working with them to bring this transaction to a successful conclusion.

Enclosed with this letter, please find check #[Check Number] in the amount of \$[Amount]. This represents the agreed-upon [Percentage]% referral fee for this transaction.

We value our professional relationship with you and look forward to the opportunity to work together again in the future. Please do not hesitate to contact us if you have any questions regarding this disbursement.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

Enclosure: Referral Fee Check