

[Your Name/Brokerage Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Broker Name]
[Recipient Brokerage Name]
[Recipient Address]
[City, State, Zip Code]

RE: Referral Fee Payment for Successful Closing

Dear [Recipient Name],

We are pleased to inform you that the real estate transaction regarding the property listed below has successfully closed.

Property Address: [Full Property Address]
Closing Date: [Date of Closing]
Client Name: [Referred Client Name]

Enclosed, please find a check in the amount of \$[Amount] representing the [Percentage]% referral fee as per our signed Broker-to-Broker Referral Agreement.

We appreciate the opportunity to work with your firm and thank you for the quality referral. We look forward to more successful collaborations in the future.

Please acknowledge receipt of this payment at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/License Number]