

Date: [Insert Date]

[Recipient Name]

[Recipient Company/Brokerage]

[Recipient Address]

[City, State, Zip Code]

RE: Referral Fee Disbursement and Property Closing Acknowledgment

Dear [Recipient Name],

This letter serves as formal acknowledgment of the successful closing of the real estate transaction for the property listed below:

- **Property Address:** [Insert Full Property Address]
- **Closing Date:** [Insert Date of Closing]
- **Client Name:** [Insert Referred Client Name]
- **Total Sale Price:** \$[Insert Amount]

In accordance with the Referral Agreement dated [Insert Date of Agreement], we are pleased to confirm that the referral fee is now due and payable. Please find the disbursement details below:

- **Referral Percentage:** [Insert %]
- **Total Referral Fee Amount:** \$[Insert Amount]
- **Check/Reference Number:** [Insert Number if applicable]

Enclosed with this letter is the check for the aforementioned amount. Please acknowledge receipt of these funds by signing and returning a copy of this letter or by providing a written confirmation via email.

We appreciate the opportunity to work with you and your brokerage on this transaction. We look forward to a continued professional relationship and future successful referrals.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Acknowledgment of Receipt:

I hereby acknowledge receipt of the referral fee in the amount of \$[Insert Amount].

Signature

Date