

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that the transaction for [Property Address or Project Name] has officially closed.

Thank you for referring [Client Name] to me. It was a pleasure working with them, and I truly appreciate the trust you placed in my services. Your support is a vital part of my business.

As a token of my appreciation, please find the enclosed check in the amount of \$[Amount] as your referral compensation, per our previous agreement.

I look forward to the possibility of working with you again in the future. Please do not hesitate to reach out if you have any questions or further referrals.

Best regards,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email]