

[Date]

[Recipient Name]

[Recipient Company Name]

[Address]

[City, State, Zip Code]

RE: Notice of Successful Closing and Referral Fee Payout

Dear [Recipient Name],

We are pleased to inform you that the transaction for the property located at **[Property Address]** has successfully closed as of **[Closing Date]**.

In accordance with our referral agreement dated [Agreement Date], we have processed your referral fee for the successful representation of [Client Name].

Transaction Details:

- **Total Sale Price:** \$[Amount]
- **Total Commission:** \$[Amount]
- **Referral Percentage:** [Percentage]%
- **Referral Payout Amount:** \$[Amount]

Please find the enclosed check (Check #[Number]) for the amount of **[\$Amount]**. If you prefer electronic transfer, please verify that the funds have been deposited into your account ending in [Last 4 Digits].

It was a pleasure working with your firm on this closing. We appreciate the professional collaboration and look forward to the opportunity to work together again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Brokerage Name]

[Phone Number]

[Email Address]