

Date: [Date]

To: [Broker Name/Company Name]

[Address]

[City, State, Zip Code]

RE: Referral Fee Disbursement for [Property Address]

Dear [Contact Name],

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

As per our signed referral agreement, please find the enclosed check (or notice of electronic transfer) for the referral commission. The details of the disbursement are as follows:

- **Client Name:** [Client Name]
- **Sale Price:** \$[Amount]
- **Referral Percentage:** [Percentage]%
- **Total Referral Amount:** \$[Amount]

We would like to thank you for this referral and for the opportunity to work with your client. We look forward to more successful collaborations in the future.

Please acknowledge receipt of these funds at your earliest convenience. If you have any questions regarding this settlement, please contact [Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[License Number]