

[Your Name]
[Your Company]
[Your Address]
[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]

RE: Referral Fee for Successful Closing - [Property Address]

Dear [Recipient Name],

I am pleased to inform you that the real estate transaction for **[Client Name]** regarding the property at **[Property Address]** has successfully closed as of **[Closing Date]**.

Enclosed, please find a check in the amount of **[\$Amount]**. This represents the agreed-upon **[Percentage]**% referral fee for your professional recommendation of this client.

It was a pleasure working with [Client Name], and I truly appreciate the trust you placed in me by referring them to my services. I look forward to the possibility of working together again in the future.

Please acknowledge receipt of this payment at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email]