

Date: [Date]

To: [Recipient Name/Brokerage Name]

Address: [Recipient Address]

RE: Notice of Successful Closing and Referral Fee Disbursement

Dear [Recipient Name],

We are pleased to inform you that the real estate transaction for the property listed below has successfully closed.

Transaction Details:

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

In accordance with our signed referral agreement dated [Date of Agreement], we have processed the referral commission. Enclosed with this letter, please find the disbursement check for the following amount:

Referral Amount: \$[Amount]

Thank you for the referral and for the opportunity to work with your client. We look forward to the possibility of collaborating with you again in the future.

Please acknowledge receipt of these funds by signing and returning a copy of this letter or by providing a formal receipt via email.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]