

[Date]

[Partner Agent Name]  
[Partner Agency Name]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Successful Closing and Referral Fee Issuance**

Dear [Partner Agent Name],

I am pleased to inform you that the real estate transaction for the client you referred, **[Client Name]**, has successfully closed as of [Closing Date]. The property involved is located at [Property Address].

We sincerely appreciate your trust in referring this client to us. As per our signed Referral Agreement, we are issuing your referral fee in the amount of **[\$Amount]**. This represents [Percentage]% of the earned commission.

Please find the enclosed check (No. [Check Number]) for the aforementioned amount. If you prefer to receive funds via wire transfer or have any questions regarding the settlement, please contact our office at [Phone Number] or [Email Address].

It was a pleasure working with you on this transaction. We look forward to many more successful collaborations in the future.

Best regards,

[Your Name]  
[Your Title]  
[Your Agency Name]  
[Your Phone Number]

Enclosure: Referral Fee Check