

Date: [Insert Date]

To: [Referral Recipient Name]

Company: [Company Name]

Address: [Street Address, City, State, Zip]

RE: Notice of Closing and Referral Compensation - [Property Address/Project Name]

Dear [Recipient Name],

We are pleased to inform you that the commercial real estate transaction regarding the property located at [Property Address] successfully closed on [Closing Date].

In accordance with our Referral Agreement dated [Date of Agreement], this letter serves as formal notification that your referral compensation is now due. The details of the transaction and payment are as follows:

- **Total Commission Collected:** \$[Amount]
- **Referral Percentage:** [Percentage]%
- **Total Compensation Due:** \$[Amount]

Please find the enclosed check for the amount stated above. [OR: Please note that the funds have been wired to your account per the instructions provided.]

We appreciate the opportunity to collaborate with you on this transaction. Your referral was instrumental in the successful completion of this deal, and we look forward to working with you again in the future.

Please acknowledge receipt of this payment by signing below and returning a copy of this letter for our records.

Sincerely,

[Your Name]

[Your Title]

[Your Brokerage/Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____