

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

RE: Closing Notification and Referral Fee Payment

Dear [Recipient Name],

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

As per our prior agreement, we are enclosing a referral fee in the amount of **[\$Amount]**. This payment represents your commission for referring [Client Name] for this transaction.

Transaction Details:

- **Property:** [Property Address]
- **Closing Date:** [Date]
- **Client Name:** [Client Name]
- **Referral Fee Amount:** \$[Amount]

We sincerely appreciate your partnership and the trust you placed in us. We look forward to the opportunity of working with you again in the future.

Please acknowledge receipt of this payment by signing below or replying to this correspondence.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Phone Number]

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_