

Dear [Partner Name],

I am writing to let you know that we have officially closed the transaction for [Client Name].

Thank you for your continued trust and for referring another client to me. It is always a pleasure working with you, and I truly value the professional partnership we have built over time. I am committed to providing your referrals with the highest level of service to ensure they have a positive experience.

I look forward to our next successful closing together. Please let me know if there is anything I can do to support your business in the coming weeks.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]