

[Date]

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

Dear [Referrer Name],

It is with great pleasure that I inform you we have officially closed the transaction for [Client Name] at [Property Address].

I want to express my sincere gratitude for your trust in referring such a distinguished client to me. In the luxury market, reputation and personal recommendations are the pillars of my business, and I am honored that you chose to entrust me with your professional or personal contact.

I ensured that [Client Name] received the highest level of bespoke service and discretion throughout the process. They expressed their great satisfaction with the outcome, and I am delighted we were able to achieve their real estate goals.

As a token of my appreciation for your referral, [Optional: mention a gift or referral fee if applicable and legal].

I look forward to our continued relationship and hope to be of service to you or your network again in the near future.

Sincerely,

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