

[Date]

[Referring Agent Name]

[Brokerage Name]

[Address]

[City, State, Zip]

Dear [Referring Agent Name],

I am pleased to inform you that the real estate transaction for [Client Name] has successfully closed.

I want to sincerely thank you for trusting me with your client. It was a pleasure working with [Client Name], and I am happy we were able to help them find their new home here in [City/Area].

Enclosed is your referral fee check as per our agreement. I truly value our professional relationship and appreciate the opportunity to work with your office.

If you have any other clients moving to this area in the future, please do not hesitate to reach out. Likewise, I will keep you in mind for any clients I have moving to your market.

Best regards,

[Your Name]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]