

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Dear [Recipient Name],

I am writing to formally thank you for referring [Client Name/Company Name] to me. I am pleased to inform you that we have officially closed the transaction for the property located at [Property Address].

Your confidence in my services is greatly appreciated. Referrals from trusted professional partners like you are the foundation of my business, and I am grateful for the opportunity to have assisted [Client Name] with their commercial real estate needs.

I look forward to our continued professional relationship and hope to reciprocate your kindness in the near future. Please let me know if there is anything I can do to support your business goals.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]
[Your Phone Number]
[Your Email Address]