

[Date]

[Referral Partner Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Partner Name],

Subject: Performance Review of Referral Partnership - [Period/Year]

We are writing to provide a summary of the referral activity and performance results between [Agency Name] and [Partner Company Name] for the period ending [Date].

Below is a summary of the key performance indicators for this period:

- Total Referrals Received: [Number]
- Conversion Rate: [Percentage]%
- Total Closed Transactions: [Number]
- Total Sales Volume generated: \$[Amount]
- Current Active Leads: [Number]

Overall, we are [pleased/satisfied/concerned] with the current trajectory of our partnership. [Insert specific feedback regarding lead quality or communication speed].

To further optimize our collaboration, we suggest the following actions:

- [Recommendation 1]
- [Recommendation 2]

We value our professional relationship and look forward to increasing our mutual success in the coming quarter. If you would like to schedule a brief meeting to discuss these figures in detail, please let us know.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]