

[Date]

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

**Subject: Annual Review of Referral Fee Structure**

Dear [Recipient Name],

As part of our commitment to maintaining a transparent and mutually beneficial partnership, we have completed our annual review of our referral fee structure. This review ensures that our compensation remains competitive and aligned with current market standards.

Based on our assessment, the following referral fee structure will be in effect for the upcoming year, starting [Effective Date]:

- **Referral Tier 1:** [Fee Amount/Percentage] for [Description of Service/Product]
- **Referral Tier 2:** [Fee Amount/Percentage] for [Description of Service/Product]
- **Bonus Incentive:** [Details of any volume-based bonuses, if applicable]

Please note that all other terms and conditions of our existing referral agreement remain unchanged. We value the high-quality leads you have provided over the past year and look forward to continuing our successful collaboration.

If you have any questions regarding these updates or would like to discuss the new structure in more detail, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]