

[Date]

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

Subject: Annual Co-Brokerage Partnership Review - [Year]

Dear [Partner Name],

As we conclude another year of our professional collaboration, I would like to take this opportunity to conduct a formal review of our co-brokerage partnership. This annual review serves to evaluate our shared successes over the past twelve months and to ensure our objectives remain aligned for the year ahead.

Performance Summary:

During the past year, our partnership successfully closed [Number] transactions, representing a total volume of [Dollar Amount]. I believe our ability to [mention a specific strength, e.g., share market insights/manage complex negotiations] has been a significant factor in our mutual growth.

Operational Review:

I would like to schedule a brief meeting to discuss the following points:

- Current commission structures and fee-splitting arrangements.
- Efficiency of our communication and lead-sharing processes.
- Feedback on specific high-value listings or placements.
- Marketing strategies for upcoming joint opportunities.

Future Goals:

Looking forward to [Next Year], my goal is to [mention a goal, e.g., increase our joint production by 15%]. I am eager to hear your perspective on how we can further streamline our operations to better serve our clients.

Please let me know your availability for a 30-minute call or meeting during the week of [Date].

Thank you for your continued professionalism and partnership. I look forward to another prosperous year together.

Best regards,

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

[Phone Number]
[Email Address]