

[Date]

[Partner Name]

[Partner Company]

[Address]

[City, State, Zip]

Dear [Partner Name],

On behalf of [Your Title Agency Name], I would like to express our sincere appreciation for the partnership we share. It is always a pleasure working with your team to provide smooth closing experiences for our clients.

As a small token of our gratitude, please find the enclosed [Insert Gift Description]. We hope you and your staff enjoy it!

Furthermore, we are committed to ensuring our mutual clients are fully protected as they enter homeownership. We frequently receive inquiries regarding comprehensive homeowners and title insurance packages. Because we trust your expertise, we would like to formalize a referral process to ensure our clients receive the best possible insurance coverage options through your agency.

I will follow up with you next week to see how we can better coordinate these referrals and add more value to our upcoming transactions.

Thank you for your continued trust and professional excellence.

Best regards,

[Your Name]

[Your Title]

[Your Title Agency Name]

[Phone Number]

[Email Address]