

[Your Name]
[Your Company]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]

Dear [Recipient Name],

Thank you for choosing to work with [Your Company Name]. It has been a pleasure assisting you with [Name of Project or Service], and I am glad we were able to achieve [Specific Positive Outcome].

Our business grows primarily through word-of-mouth from satisfied clients like you. If you are happy with the results we delivered, I would appreciate it if you could refer me to any colleagues or friends who might benefit from similar services.

If anyone comes to mind, please feel free to share my contact information with them or let me know if there is someone I should reach out to directly.

Thank you again for your trust and your support. I look forward to working with you again in the future.

Best regards,

[Your Signature]

[Your Printed Name]