

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

[Date]

[Client Name]
[Client Company]

Dear [Client Name],

I hope you are doing well. It has been a pleasure working with you over the past [Time Period], and I truly value the partnership we have built.

Because we have achieved great results together, I am looking to grow my client base with more people like you. I am reaching out to ask if you know anyone in your professional network who might benefit from our [Services/Products].

If you have someone in mind, I would appreciate a brief introduction via email or you can simply share my contact information with them. I promise to provide them with the same high level of service you have come to expect.

Thank you for your continued loyalty and for your support in helping my business grow.

Best regards,

[Your Name]