

[Date]

[Referrer Name]

[Referrer Address]

[City, State, Zip Code]

Dear [Referrer Name],

I am writing to express my sincere gratitude for referring [New Client Name] to me. I am pleased to inform you that we have officially closed the deal regarding [Project/Property/Service].

It was a pleasure working with them, and I truly appreciate the trust you placed in me by recommending my services. Referrals from valued partners like you are the foundation of my business.

As a token of my appreciation, [mention a gift, referral fee, or discount if applicable].

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

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]