

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

I am writing to sincerely thank you for referring [Prospective Client Name] to me for their [Service Type/Project] needs.

It was a pleasure working with you on your previous project, and I am truly honored that you felt confident enough in my work to recommend my services to someone else. Word-of-mouth referrals are the highest compliment I can receive, and I greatly value your continued trust.

I have already reached out to [Prospective Client Name], and I will ensure they receive the same level of quality and attention that I provided during our time working together.

As a token of my appreciation, [Optional: Mention a referral gift, discount, or credit here].

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

Best regards,

[Your Signature]

[Your Printed Name]