

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Dear [Recipient Name],

Thank you very much for referring [Client Name] to our company. We appreciate the trust you have placed in us by recommending our services to your professional network.

We have already initiated contact with [Client Name] and are currently discussing how we can best support their needs regarding [Project/Service Type]. We will keep you updated on the progress of this partnership as it develops.

Partnerships with industry leaders like [Recipient Company Name] are vital to our success. Please let us know if there is anything we can do to support your business or if you would like to discuss a reciprocal referral arrangement.

Thank you again for your support.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]