

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring [Referral Name] to me. I truly appreciate your confidence in my services, especially regarding their upcoming post-retirement downsizing transition.

Helping clients navigate the move to a more manageable lifestyle is a responsibility I take very seriously. Knowing that you trust me to assist your friends/family during this significant milestone means a great deal to me.

I have already reached out to [Referral Name], and we are beginning to discuss how I can best support their needs. I will be sure to provide them with the highest level of care and professional guidance.

As a small token of my appreciation, [mention a small gift, coffee card, or discount if applicable].

Thank you again for your continued support and for being a valued part of my professional network.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]