

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Dear [Client Name],

I am writing to sincerely thank you for referring [Name of Referred Person] to me for [Service Provided].

It was a pleasure working with you in the past, and I truly appreciate that you trust me enough to recommend my services to others. Referrals are the highest compliment I can receive, and they are a vital part of my business.

As a token of my gratitude, [Optional: mention a small gift, discount, or referral bonus here].

Thank you again for your continued support. I look forward to staying in touch.

Best regards,

[Your Signature]

[Your Printed Name]