

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring [Client Name] to me. I am pleased to share that we have officially closed their transaction.

As this was your first referral to my business, I wanted to take a moment to tell you how much I appreciate your trust and confidence. Word-of-mouth recommendations are the highest compliment I can receive, and I am honored that you chose to recommend my services.

I truly enjoyed working with [Client Name], and I am glad I could help them reach their goals. My commitment is to provide this same level of care to anyone you send my way in the future.

Enclosed is a small token of my appreciation. Thank you again for your support and for being a valued part of my professional network.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email]