

[Date]

[Partner Name]

[Partner Business Name]

[Address]

[City, State, Zip Code]

Dear [Partner Name],

I am writing to personally thank you for referring [Client Name] to me. I am pleased to share that we have officially closed the deal as of [Date].

It was a pleasure working with them, and I truly appreciate the trust you placed in me by recommending my services. Referrals from respected partners like you are the foundation of my business, and I do not take them for granted.

As a token of my appreciation, [mention a small gift, referral fee if legal, or a reciprocal offer]. I look forward to continuing our professional relationship and am always happy to return the favor by referring clients your way whenever the opportunity arises.

Thank you again for your support.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]