

[Your Name]  
[Your Company Name]  
[Date]

[Partner Name]  
[Partner Company Name]

Dear [Partner Name],

As we approach the end of the year, I want to thank you for our ongoing partnership. Your trust in our services has been a vital part of our mutual success.

Below is a summary of our referral activity for [Year]:

- Total Referrals Received: [Number]
- Successful Conversions: [Number]
- Total Commission/Value Generated: \$[Amount]

We are incredibly proud of what we have achieved together. Looking ahead to the new year, we are committed to providing the same high level of service to everyone you send our way.

If you have any feedback on how we can improve our referral process or better support your team in the coming months, please let me know.

Wishing you a successful end to the year and a prosperous New Year.

Best regards,

[Your Signature]  
[Your Title]