

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

[Recipient Name]
[Recipient Company/Practice Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

As we review our operations for [Year], I would like to personally thank you for the continued trust you have placed in our team. Our professional relationship remains a vital component of our success and the high level of care/service we provide to our clients.

This past year, our collaboration resulted in [Number] mutual referrals. We are pleased to report that these interactions have led to [mention specific positive outcomes, e.g., successful project completions, improved patient health, or closed contracts]. Your commitment to excellence aligns perfectly with our values, making you a preferred partner for our organization.

Looking ahead to [Upcoming Year], we are eager to further strengthen this partnership. We remain committed to providing your referrals with the highest priority and the same exceptional service you expect. If there are any updates to your service offerings or specific criteria for the clients you would like us to direct your way, please let us know.

I would welcome the opportunity to meet for coffee or a brief call next month to discuss our goals for the new year and how we can better support each other's growth.

Thank you again for a productive year of collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]