

[Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Annual Business Referral Network Assessment - [Year]

Dear [Recipient Name],

As we conclude another year of operations, we are currently conducting our annual assessment of our professional referral network. The purpose of this review is to evaluate the strength of our partnerships and ensure that our collaborative efforts continue to provide maximum value to our respective clients.

Over the past twelve months, we have recorded the following activity regarding our partnership:

- Total Referrals Sent to [Company Name]: [Number]
- Total Referrals Received from [Company Name]: [Number]
- Successful Conversions/Engagements: [Number]

We highly value the expertise you bring to our network. Based on our internal review, we would like to schedule a brief meeting to discuss how we can further streamline our referral process and identify new opportunities for mutual growth in the coming year.

Please let us know your availability for a 15-minute call during the week of [Date].

Thank you for your continued partnership and professional excellence.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]