

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I am writing to personally thank you for referring [New Client Name] to [Company Name]. We truly appreciate the trust and confidence you have placed in our services.

As a token of our gratitude, we are pleased to inform you that you have been awarded [Description of Reward, e.g., a \$50 Gift Card / 20% Discount on your next invoice].

Reward Details:

- Reward: [Reward Name]
- Code/Reference: [Code if applicable]
- Expiration Date: [Date if applicable]

Our business continues to grow thanks to loyal clients like you. If there is anything we can do to further improve your experience with us, please do not hesitate to reach out.

Thank you again for your support.

Best regards,

[Your Name]

[Your Title]

[Company Name]