

[Date]

[Referrer Name]

[Referrer Address]

[City, State, Zip Code]

Dear [Referrer Name],

Thank you very much for referring [Prospect Name] to our agency for their insurance needs. We truly appreciate the trust you have placed in us by recommending our services to your network.

We have already reached out to [Prospect Name] to provide them with the professional guidance and coverage options they require. Our goal is to provide them with the same high level of service that we strive to provide to all our clients.

Referrals are the highest compliment we can receive. As this was your first referral to us, we wanted to send a special note of gratitude. We look forward to continuing our relationship with you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]