

Subject: Thank you for your referral - [Policyholder Name]

Dear [Referrer Name],

I am writing to express my sincere gratitude for referring **[New Client Name]** to our agency.

I am pleased to inform you that we have officially bound their **[Policy Type, e.g., Auto/Home]** insurance policy. It is a privilege to provide them with the coverage and protection they need.

Our business relies on the trust of clients like you, and your recommendation is the highest compliment we can receive. As a token of our appreciation, [mention referral reward here, e.g., a gift card is on its way / we have made a donation to X].

Thank you again for your continued support and for being a valued part of our community.

Best regards,

[Your Name]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]