

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you very much for referring [Referred Person's Name] to [Company Name]. We truly appreciate the trust you have placed in us by recommending our services to your friends and associates.

As a token of our appreciation, please find enclosed your [Reward Type, e.g., \$50 Gift Card / Check]. It is our way of saying thank you for helping our business grow.

We look forward to continuing our relationship with you. If there is anything else we can do for you, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

Enclosure: [List Reward Item]