

[Date]

[Partner Name]
[Partner Organization]
[Address]
[City, State, Zip Code]

Dear [Partner Contact Name],

Welcome to the [Your Company Name] Community Partner Referral Program! We are excited to have you join us in our mission to support and grow our local community.

We value the trust you place in us when referring your clients and contacts. This partnership is designed to be mutually beneficial, ensuring that those you refer receive the highest quality of service while rewarding your organization for its support.

Your Partnership Details:

- **Partner ID:** [Insert ID]
- **Referral Link/Code:** [Insert Link or Code]
- **Incentive Structure:** [Briefly describe reward/commission]

How to Get Started:

1. Share your unique referral link or code with your network.
2. Track your referrals through our partner portal at [Insert URL].
3. Receive your rewards on a [Monthly/Quarterly] basis.

Attached to this email, you will find a digital toolkit containing logos, pre-written social media posts, and flyers to help you share our services easily.

If you have any questions or need assistance, please contact our Partner Success Manager, [Name], at [Email Address] or [Phone Number].

Thank you for your partnership and for the incredible work you do in our community. We look forward to a successful collaboration.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]