

[Your Name]
[Your Agency Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[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 confidence you have placed in us by recommending our services to your friends and associates.

We have contacted [Prospect Name] to provide them with a comprehensive quote and to discuss the best coverage options for their specific situation. Rest assured that we will provide them with the same high level of service that we strive to give all our clients.

Referrals are the heart of our business, and your support helps us grow. As a token of our appreciation, [Optional: Mention Referral Program/Reward, e.g., we have enclosed a gift card / we have entered you into our monthly drawing].

If there is anything we can do for you regarding your own policies, please do not hesitate to call.

Sincerely,

[Your Signature]
[Your Printed Name]