

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

As I look back on the past year, I wanted to take a moment to personally thank you for the trust you have placed in me and my business. Specifically, I am writing to express my sincere gratitude for the referrals you have sent my way over the last twelve months.

Word-of-mouth recommendations are the foundation of my success. Knowing that you feel confident enough in my work to recommend me to your friends, family, and colleagues is the highest compliment I can receive. Your support has played a vital role in the growth of my business this year.

To show my appreciation, I have enclosed a small token of thanks: [Mention Gift Card/Discount/Token, if applicable].

I look forward to continuing our professional relationship in the coming year. If there is ever anything I can do to assist you or anyone you know, please do not hesitate to reach out.

Best regards,

[Your Signature]

[Your Printed Name]
[Your Job Title]
[Your Phone Number]
[Your Email Address]