

[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Dear [Client Name],

At [Agency Name], our goal has always been to provide you with the best possible protection and peace of mind. We truly value the trust you have placed in us to handle your insurance needs.

We are reaching out today because many of our best clients come to us through personal recommendations. If you have been satisfied with our service, we would like to invite you to participate in our **Client Referral Program**.

How it works:

- Refer a friend, family member, or colleague to us for an insurance quote.
- For every person you refer who completes a quote, we will [Enter Reward, e.g., send you a \$20 gift card / donate \$25 to a local charity].
- There is no limit to the number of rewards you can earn!

Your referral is the highest compliment we can receive. Rest assured that we will provide anyone you send our way with the same high level of care and professional service you expect from us.

To refer someone, you can simply have them call us at [Phone Number] or visit our website at [Website Link]. Make sure they mention your name so we can send your reward!

Thank you for being a loyal client and for your continued support.

Best regards,

[Agent Name]
[Agency Name]
[Phone Number]
[Email Address]