[Date]

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

Dear [Client Name],

Thank you for choosing [Company Name] for your [Service/Product] needs over the past year. We truly appreciate your loyalty and the trust you have placed in our team.

As your renewal date of [Renewal Date] approaches, we would love to continue our partnership. To show our gratitude, we are pleased to introduce our **Client Referral Incentive Program**.

If you refer a new client to us who signs up for a contract before your renewal date, we will apply a [Percentage/Amount] discount toward your upcoming renewal invoice. There is no limit to how many credits you can earn!

To participate, simply have your referral mention your name when they contact us, or you can introduce us via email at [Email Address].

We look forward to serving you for another year. If you have any questions regarding your renewal or this incentive, please reach out to us at [Phone Number].

Best regards,

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