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

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

Dear [Client Name],

It has been a pleasure working with you on [Project/Service Name]. Our goal is to provide the highest level of service, and we hope we have met your expectations.

We are currently looking to grow our business and work with more clients like you. If you know of any colleagues or partners who could benefit from our services, we would greatly appreciate an introduction.

In honor of your referral, we would like to give back to the community. For every new client you refer who signs a contract with us, we pledge to donate $[Amount] to [Charity Name/Your Choice of Charity].

This is our way of saying thank you for your trust and for helping us support a great cause. Simply introduce us via email or share my contact information with your network.

Thank you for your continued support.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Job Title]