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

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

Subject: Thank You for Your Referral

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring [Referral Name] to our company. We truly appreciate the trust you have placed in us by recommending our services.

Referrals are the highest compliment we can receive, and your contribution plays a vital role in the growth of our business. It was a pleasure to connect with [Referral Name], and we look forward to providing them with the same high quality of service that we strive to provide to all our partners.

As a token of our appreciation, [mention any reward or simply reiterate thanks].

Thank you again for your ongoing support and for being a valued member of our professional network.

Best regards,

[Your Signature]
[Your Typed Name]