[Date]

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

Subject: Celebrating the Season of Giving Together

Dear [Recipient Name],

As the holiday season approaches, we find ourselves reflecting on the partnerships that have made this year a success. We are truly grateful for the trust you have placed in [Company Name].

This year, we want to celebrate the spirit of giving in a special way. For every new client referral we receive from you between [Start Date] and [End Date], [Company Name] will donate $[Amount] to [Charity Name].

Your recommendation is the highest compliment we can receive. By sharing your experience with colleagues and friends, you are not only helping our business grow, but also helping us provide much-needed support to [Charity Mission/Goal].

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

Thank you for your continued loyalty and for joining us in making a difference this holiday season.

Wishing you and yours a joyful holiday and a prosperous New Year.

Warm regards,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Website]