

[Your Name]  
[Your Title]  
[Dealership Name]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]

Dear [Recipient Name],

I am writing to you because of our successful relationship regarding your company's vehicle needs. At [Dealership Name], we take pride in providing specialized commercial fleet solutions, and I would value the opportunity to assist other businesses in your professional network.

If you know of any business owners, contractors, or fleet managers looking to expand or upgrade their current vehicle lineup, I would appreciate a referral. We offer dedicated fleet pricing, custom upfitting options, and streamlined financing designed specifically for commercial clients.

To show my appreciation, for every referral you provide that results in a vehicle purchase, I would like to offer you [Mention Incentive, e.g., a referral fee, service credit, or gift card].

You can simply introduce us via email or have them contact me directly at [Phone Number]. I promise to provide them with the same high level of service you have come to expect from us.

Thank you for your continued business and for your support in helping us grow.

Sincerely,

[Your Signature]

[Your Printed Name]