

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Referral

Dear :

I just wanted to give you my thanks for the wonderful referral you wrote on my behalf to . I appreciate your kind words. If I can ever do the same for you, or be of assistance to you in any other way, please do not hesitate to contact me.

Sincerely,

N A M E