

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

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

Re: Thank You for Referring Our Company

Dear :

We have received several new clients based upon your referrals. We just wanted to say thank you for your confidence in our services and our products. We can assure you that we will continue to offer all customers the same quality and integrity that the community has come to know and trust.

We appreciate your business and we offer our thanks.

Sincerely,

N A M E