Request for Customer Referrals

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Customer's Name],

I hope this message finds you well. I would like to take this opportunity to express my gratitude for your continued support and trust in our services. It has been a pleasure working with you, and I appreciate your partnership.

As we strive to grow and improve our services, we find that referrals from valued clients like you are incredibly helpful. If you know of any friends, family, or colleagues who might benefit from our services, we would be grateful if you could share our information with them.

To show our appreciation for any referrals you provide, we would be happy to offer [insert incentive, e.g., a discount, gift card, etc.]. Your referrals would not only help our business grow but would allow us to provide exceptional service to more clients.

Thank you for considering this request. Please feel free to reach out if you have any questions or need further details. Your support means the world to us!

Best regards,

[Your Name]

[Your Position]

[Your Company]