

Recognition for Referral Contributions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

Dear [Recipient's Name],

I am writing to express my sincere gratitude for your outstanding contributions through your referrals. Your efforts in connecting [Company/Service Name] with potential clients have made a significant impact on our growth and success.

Thanks to your recommendations, we have been able to build strong relationships with [Number] new clients, which has ultimately contributed to [specific outcome, e.g., increased sales, expanded market presence]. We truly value the trust you place in us, and your support does not go unnoticed.

As a token of our appreciation, we would like to offer you [mention any reward, e.g., a gift card, discount, etc.], which we hope you will enjoy.

Thank you once again for being a vital part of our journey. We look forward to your continued support and future referrals.

Best regards,

[Your Name]

[Your Position]

[Your Company]