

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for referring [Client's Name/Business Name] to our services. Your trust in our abilities means a lot to us.

Thanks to your referral, we were able to [briefly describe what you did for the client, e.g., "provide them with a tailored solution that fit their needs"]. Your support not only helps our business grow but also reinforces our commitment to delivering exceptional service.

As a token of our appreciation, we would like to offer you [mention any incentive, if applicable, e.g., "a discount on your next service" or "a small gift"].

Once again, thank you for your continued support. We look forward to serving you and your referrals in the future.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]