

Letter of Acknowledgment for Referral Support

Date: _____

Recipient Name
Recipient Title
Company Name
Address Line 1
Address Line 2
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and express my sincere gratitude for the referral support you provided. Your confidence in my abilities means a great deal to me.

Your referral to [Name of Contact/Company] was invaluable, and I appreciate your willingness to endorse my services. It is always a pleasure to work with someone as professional and supportive as you.

Thank you once again for your trust and support. I look forward to the opportunity to repay the favor in the future.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]