

Letter of Appreciation for Referral

Introduction

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Referrer's Name],

I hope this message finds you well. I wanted to take a moment to extend my heartfelt appreciation for introducing me to [Referred Person's Name]. Your trust and support mean a lot to me.

The meeting we had with [Referred Person's Name] was incredibly valuable, and I believe there are great opportunities for collaboration. Your insight and recommendation have made a significant impact on my outreach efforts.

Thank you once again for your referral. I truly appreciate your continued support and am looking forward to keeping you updated on our progress.

Warm regards,

[Your Name]

[Your Position]

[Your Company]