

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for your recent recommendation of our services to [Referred Client's Name]. We are truly grateful for your continued support and trust in our team.

Your positive feedback and endorsement significantly contribute to our reputation and growth. We are committed to providing the same high level of service to [Referred Client's Name] as we have to you.

If there's anything more we can do for you, please feel free to reach out.

Thank you once again for your recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]