

Commendation Letter

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to express my sincere appreciation for your recent referral of [New Client's Name] to our services. Your trust and confidence in our company mean a great deal to us.

Thanks to your referral, we are excited to have the opportunity to work with [New Client's Name] and to demonstrate the quality of service that you have come to expect from us.

As a token of our gratitude, we would like to offer you [mention any reward, discount, or incentive if applicable]. We believe that referrals like yours are the backbone of our business, and we aim to ensure that both you and [New Client's Name] have a great experience with us.

Thank you once again for your support and trust. Should you have any further referrals, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]