

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well.

I wanted to take a moment to express my heartfelt thanks for referring [Referred Client's Name] to our HVAC services. Your trust and confidence in our work mean a great deal to us.

We are committed to providing the same high level of service and satisfaction to your referrals as we did for you. If you have any questions or need further assistance, please don't hesitate to reach out. As a small token of our appreciation, we would like to offer you [mention any referral reward, discount, or incentive, if applicable].

Thank you once again for your support and for being a valued client.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]