

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for referring [Referred Person's Name] to me. Your trust in my services means a great deal, and your recommendation is genuinely appreciated.

I have reached out to [Referred Person's Name] and look forward to assisting them with [specific service or need]. If there is anything more I can do to support you or if you have any other referrals in mind, please don't hesitate to reach out.

Thanks once again for your kindness and support. I truly value our relationship and look forward to continuing to work together.

Warm regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]