

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for referring me for the [Job Title] position at [Company Name].

I appreciate your confidence in my skills and experience, and I am excited about the opportunity to explore this role further. I am currently preparing my application and will keep you updated on any progress.

Thank you once again for your support. I truly value your help during this process.

Warm regards,

[Your Name]