lovetoknow
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Company Name

Date

Name

Company (if applicable)

Street Address
City, State, Zip Code

Dear [Insert Name],

Thank you so much for referring [insert referral name] to our company as a potential customer. I am so grateful for the referral. I really appreciate the fact that you are confident enough in our [insert products or services] to recommend [insert company name] to your contacts.

I am very excited by the prospect of working with [insert referral name], and am confident that the [insert company name] team will be able to meet [his/her] needs. As a token of our appreciation, enclosed you will find [specify the type of referral gift included – typically a discount offer, promotional item, or finder's fee].

Thank you again for the referral. If I can be of additional assistance to you, please contact me at [insert phone number] or [insert email address].

With Gratitude,

Name
Title