

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP]

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring [Vendor Name/Company] to us. Your recommendation has been extremely valuable, and I truly appreciate you taking the time to connect us with a trusted vendor.

Since engaging with [Vendor Name/Company], we have been impressed by their professionalism, quality of service, and attention to detail. Your endorsement played a significant role in our decision to collaborate with them, and we are very pleased with the results so far.

Thank you again for your thoughtful referral and ongoing support. We greatly value our partnership with you and look forward to continued collaboration and mutual success.

Please let us know if there is ever any way we can support you or your business in the future.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]