

# Personalized Business Thank You Letter with Sample for Referral

A **personalized business thank you letter** with sample for referral is a customized message expressing gratitude to clients or partners who have referred new customers to your business. This letter acknowledges their support, strengthens professional relationships, and encourages continued collaboration. By including a sample, businesses can easily adapt the letter to suit their tone and style, making the appreciation more sincere and impactful while fostering trust and goodwill.

## Letter Template

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Company Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, ZIP]

Dear [Recipient's Name],

I wanted to personally thank you for referring [New Customer's Name or Company] to us. Your confidence in our team and services means a great deal, and we truly value the trust you have placed in our business.

Referrals like yours are essential to our continued success. We are committed to providing the highest level of service to every client, and your recommendation is the best compliment we could receive.

Please let me know if there is ever anything I can assist you with, or if you have any feedback on how we can better serve you. We look forward to continuing our strong partnership.

Thank you again for your ongoing support and for thinking of us!

Sincerely,  
[Your Name]  
[Your Title/Position]

## Sample Letter

**Jane Doe**  
Account Manager  
XYZ Solutions  
123 Business Rd.  
Springfield, IL 62701  
[janedoe@xyzsolutions.com](mailto:janedoe@xyzsolutions.com)  
(555) 123-4567

June 15, 2024

**John Smith**  
Director of Operations  
ABC Enterprises  
456 Main St.  
Springfield, IL 62701

Dear John,

I wanted to personally thank you for referring Peak Industries to us. Your confidence in our team and services means a great deal, and we truly value the trust you have placed in XYZ Solutions.

Referrals like yours are essential to our continued success. We are committed to providing the highest level of service to every client, and your recommendation is the best compliment we could receive.

Please let me know if there is ever anything I can assist you with, or if you have any feedback on how we can better serve you. We look forward to continuing our strong partnership.

Thank you again for your ongoing support and for thinking of us!

Sincerely,  
Jane Doe  
Account Manager