

<Date Field>

<Name Field>

<Address Field>

<City, State, Zip Field>

Dear

We just wanted to drop you a quick note and say thank you for the referral.

fill in - Mr & Mrs, Jim, Jane, called, dropped by etc.

We appreciate that you have the confidence in us to refer potential customers. Our business has been built on the basis of serving the customer first, and with customers like you, it makes for an enjoyable job.

Thank you for your continued business and support.

Sincerely,