



[Company Logo Delete or Replace]

[Post your job](#) on Indeed or find more templates and samples in the [Employer Resource Library](#).

Referral thank you note template

[Date]

[Recipient's name], [recipient's job title or department]

[Recipient's address, if mailing]

[Recipient's organization]

[Greeting]

[Body]

[Closing]

[Your first and last name], [your job title]

[Your company]

[Phone number]

[Email address]

[Business website]

Sample thank you (letter to organization for customer referral)

January 3, 2022

Jeannie McValen, Manager

Dear Ms. McValen,

I am writing to express my appreciation for your customer referral to our business, Creative Office Solutions, LLC. I value your confidence in our products, particularly as your referral has enabled us to build new business relationships.

As a token of thanks, I would like to extend a special offer for your organization's future office supply needs. Please feel free to contact me regarding a business discount or if you have questions. Thank you again.

Sincerely,



[Company Logo Delete or Replace]

Victoria Torrano, President
Creative Office Solutions, LLC
800-242-9900
v.torrano@creativeofficesolutions.com
CreativeOfficeSolutionsLLC.com

Sample thank you (letter to company for client referral)

October 29, 2021
Eliza Harrison, Product Development
Concord Technologies, Inc.

Dear Ms. Harrison,

I'd like to extend my thanks for your client referral. Your kind gesture has sparked the beginning of a long-term financial data monitoring and reporting project that we are currently developing for G and M. Since the beginning of our business relationship, I have enjoyed Concord Tech's financial documentation software. Being able to take on an additional client where my project teams can exercise their expertise with your products will be a great contribution to Heines Financial's monthly revenue and developing reputation.

If there is any additional support or impact we at Heines Financial can extend to Concord Technologies, please feel free to get in touch with me to develop a continued relationship. Thank you again for your kind gesture, and I look forward to our future communications.

Best,
Isaac Stringer, Co-founder
Heines Financial, Ltd.
901-887-9900
isaac.stringer@heinesfinancial.com
HeinesFinancial.com

Sample thank you (letter to individual customer)

December 14, 2021

Dear valued customer,



[Company Logo Delete or Replace]

I would personally like to extend my gratitude for your kind referral and positive review. We at Urban Natural Foods cherish and support our customer relationships, and your thoughtful referral to our natural and organic food products helps us reach more customers like you who desire to nurture and support their health and wellness.

As a token of our appreciation, Urban Natural Foods would like to offer you a special discount on your next purchase at one of our stores or our online marketplace. Simply download and print this coupon, or save it to your device to scan at the register during checkout. Thank you again for your valued business.

Kindest regards,
Kerry Dubois, General Manager
Urban Natural Foods, Inc.
800-999-7879
UrbanNaturalFoods.com

Sample thank you (letter to employee for referring candidate)

June 14, 2020

Dear Mr. Shabazz,
I would like to personally thank you for going above and beyond in your work with our company. In addition to successfully completing your assigned duties, you're an ambassador who's helped recruit fresh talent to our company. Workers like you are the heart of our company, and nothing we do would be possible without you.

To thank you for bringing a new member to the Deep Sea Fishing family, we've credited a bonus to your next paycheck. Once again, thank you for all of your work with us and for representing our company in a positive light.

Best regards,
John Ericson, Chief Human Resources Officer
Deep Sea Fishing, Inc.
800-925-7649
Deepseafishing.com



[Company Logo Delete or Replace]

*Indeed provides this information as a courtesy to users of our site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job descriptions and none of the information provided herein guarantees performance. This is a legal disclosure and is **not** part of the following template.*