[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: THANK YOU FOR RECOMMENDING OUR COMPANY**

Dear [CLIENT NAME],

Our [YOUR COMPANY NAME] received a large order from [COMPANY]. We were informed that it was you who recommended us.

We are pleased to have the new business, [NAME], but even more pleased that you thought highly enough of us to recommend our [YOUR COMPANY NAME] to [COMPANY]. We are highly grateful for your recommendation. Thank you!

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]