TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Thank You Letter

Dear **[Name],**

Thank you for recently referring **[Name]** Builders to us. We were pleased to help **[Name]**  with his lumber supply needs and hope that we satisfactorily met his expectations.

I appreciate your thinking of us and referring **[Name]** to our business.If you or your customers need our services in the future, do not hesitate to reach out.

Thank you again for your referral; your trust in us is greatly appreciated.

Respectfully

**[Name]**