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],**

To Whom This May Concern,

Thank you for recently referring **[Name]** to us. We were pleased to help with his stationery supply needs and hope that we satisfactorily met his expectations. I appreciate your thinking of us and referring him to our business.

Please, do not hesitate to reach out if you need our services in the future. We are offering you a 20% discount on your next purchase.

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

Kind regards

**[Signature]**

**[Name]**