**Letter to an organization for a customer referral**

*January 3, 2020*

*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 genuinely appreciate your confidence in our products, as your referral has enabled us to work with new companies.*

*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,*

*Victoria Torrano, President*

*Creative Office Solutions, LLC*

*800-242-9900*

*v.torrano@creativeofficesolutions.com*

*CreativeOfficeSolutionsLLC.com*