**Letter to a company for a client referral**

This example highlights how you might create a thank you note for a client referral:

*October 29, 2019*

*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 led to the initiation of a long-term project that we are currently developing for G and M Enterprises to implement financial data monitoring and reporting. Since the beginning of our business relationship, I have enjoyed Concord Tech’s financial documentation software, and 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.*

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