From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,(Name of client)

We are truly obliged to you for referring \_\_\_\_\_\_\_\_\_\_\_\_(Name of your store/business), our company. It is only because of your recommendation that we have received bulk orders. Your recommendation has too motivated us to work harder.We would soon be processing the order for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of person/company). During our meeting with him, we came to know that he was well aware of our reputation in the market and we are pleased to know that our customers appreciate us a lot.

We are pleased to know we are in your good books and that you felt that we were worthy enough to be recommended at such an amazing platform.

We would soon be processing the order for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the order). During our meeting with him, we came to know that he was well aware of our reputation in the market and we are pleased to know that our customers appreciate us a lot.

We, once again, would like to express our gratitude towards you for recommending us to your closed ones.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_(your name)