October 29, 20XX

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.

901-887-XXXX

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