

[Your Name]
[Your Title/Organization]
[Your Phone Number]
[Your Email]

[Date]

[Officer Name]
Insurance Referral Officer
[Credit Union Name]
[Address]
[City, State, Zip]

Dear [Officer Name],

I am writing to sincerely thank you for referring [Member Name] to our agency for their auto insurance needs regarding their recent loan application.

We appreciate the trust you place in us to provide your members with the coverage and service they expect from [Credit Union Name]. It was a pleasure working with [Member Name], and we have ensured their policy meets all necessary lienholder requirements to facilitate a smooth closing on their auto loan.

Supporting local credit unions and their members is a priority for us. If there is anything further we can do to assist you or your team, please do not hesitate to reach out.

We look forward to a continued successful partnership.

Sincerely,

[Your Signature]

[Your Printed Name]