

[Date]

[Client Name]
[Client Company]
[Client Address]

Dear [Client Name],

It has been a pleasure working with you on [Project Name/Service]. Our goal is to provide the highest quality service, and we would value your perspective on our partnership.

Request for Feedback

Could you please take a moment to share your thoughts on your experience with us? Your feedback helps us improve and ensures we continue to meet your business needs. You can reply to this email or fill out our brief survey here: [Link].

Our Referral Program

As we look to grow, we find that our best new partnerships often come from our existing clients. If you know of any colleagues or business partners who could benefit from our [Type of Services], we would appreciate an introduction.

To show our gratitude, we have a referral program in place. For every new client you refer who signs with us, we offer:

- [Reward 1, e.g., A 10% discount on your next invoice]
- [Reward 2, e.g., A \$100 gift card or credit]

Thank you for your continued trust and for being a valued client.

Best regards,

[Your Name]
[Your Title]
[Agency Name]