

[Date]

[Referrer Name]

[Referrer Address]

[City, State, Zip Code]

Dear [Referrer Name],

Thank you very much for referring [Family Member Name] to me for their insurance needs. I truly appreciate the trust you have placed in my services by recommending your family member.

I have already been in contact with [Family Member Name] to discuss their options and ensure they receive the best possible coverage. Providing the same high level of service to your loved ones that I provide to you is my top priority.

Referrals from valued clients like you are the greatest compliment I can receive. Thank you again for your continued support and for helping my business grow.

Sincerely,

[Your Name]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]