

[Your Name]  
[Your Agency/Company Name]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for referring your family member, [Family Member's Name], to my insurance agency. It is a privilege to be entrusted with the insurance needs of those closest to you.

I have already been in contact with [Family Member's Name] to discuss their coverage options and ensure they receive the best possible protection. My goal is to provide them with the same high level of professional service and care that I strive to provide to all my clients.

Referrals are the foundation of my business, and your recommendation is the highest compliment I can receive. Thank you for your continued trust and support.

If there is anything I can do for you or your family in the future, please do not hesitate to reach out.

Sincerely,

[Your Signature]

[Your Printed Name]