

[Date]

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

Dear [Recipient Name],

I am writing to sincerely thank you for referring [Family Member's Name] to our agency. It is truly a compliment when a client trusts us enough to recommend their own family members.

We have already been in touch with [Family Member's Name] to discuss their insurance needs and ensure they receive the highest level of protection and service. Please be assured that we will provide them with the same care and attention we strive to provide you.

Our business grows primarily through word-of-mouth from valued clients like you. We truly appreciate your continued support and loyalty.

As a token of our appreciation, [mention any referral gift or program here, or delete this sentence].

If there is anything else we can do for you or your family, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Email Address]