

[Date]

[Partner Name]

[Partner Agency/Company Name]

[Address]

[City, State, Zip Code]

Dear [Partner Name],

I would like to personally thank you for referring your family member, [Referral Name], to our agency for their insurance needs.

Receiving a referral is the highest compliment we can receive, but knowing you trusted us with your own family is truly an honor. Please be assured that we will provide them with the highest level of service and care to ensure they have the protection they need.

We value our partnership with you and look forward to continuing our successful relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]