

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Thank You for Your Referral

Dear [Policyholder Name],

Thank you very much for referring your family member, [Family Member's Name], to our agency. We truly appreciate the trust you have placed in us by recommending our services to your loved ones.

We have successfully contacted [Family Member's Name] and are currently discussing how we can best meet their insurance needs. Providing the same high level of protection and service to your family as we do for you is our top priority.

As a token of our appreciation for your referral, [Optional: mention referral reward or gift card details here].

If you have any questions or if there is anything else we can assist you with, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for being a valued member of our policyholder family.

Sincerely,

[Your Name]

[Your Title]

[Company Name]