

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Agency Name], I would like to extend my deepest gratitude to you for introducing your family to our agency. It is truly an honor to be trusted with the care and support of those closest to you.

We believe that family is the strongest foundation for success, and we are committed to providing them with the same high level of service and dedication that we strive to offer all our clients. Your recommendation is the highest compliment we can receive, and we value the confidence you have placed in us.

We look forward to building a meaningful relationship with your family members and helping them achieve their goals. Please do not hesitate to reach out if there is anything further we can do for you or your loved ones.

Warm regards,

[Your Name]

[Your Title]

[Agency Name]