

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

It is a pleasure to serve you, and we look forward to providing the same level of care and professional service to [Family Member's Name]. Referrals from valued clients like you are the greatest compliment we can receive.

As a token of our appreciation, [Optional: Mention Referral Reward/Gift Card/Program Detail].

If there is anything else we can do for you or your family, please do not hesitate to contact us at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Title]

[Insurance Agency Name]