

[Date]

[Referrer's Name]

[Referrer's Address]

[City, State, Zip Code]

Dear [Referrer's Name],

I am writing to express my sincere gratitude for recommending our insurance services to [New Client's Name]. We truly appreciate the trust and confidence you have placed in our company.

Referrals from valued clients like you are the highest compliment we can receive. Rest assured that we will provide [New Client's Name] with the same high level of professional service and comprehensive coverage that we strive to deliver to all our clients.

As a token of our appreciation, [Optional: Mention a small gift or referral bonus here, e.g., we have enclosed a gift card / applied a credit to your next premium].

Thank you once again for your continued support and for helping our business grow.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]