Date

Name
Address
City, State, Zip

Dear [NAME],

I am so pleased that you referred [REFERRAL NAME] to my office. I like to know when I am doing a good job for my clients, and referrals like yours are very encouraging.

I enjoyed meeting [REFERRAL NAME] and I am confident that we will [MOVE (HIS/HER/THEIR) HOME QUICKLY/FIND THE PERFECT HOME FOR (HIM/HER/THEM)]. I will take special care of [HIM/HER/THEM] so that [HE/SHE/THEY] will appreciate the favor you did by sending [HIM/HER/THEM] our way!

Client satisfaction is my primary goal. You can feel confident that any future acquaintances you refer to me will get the very best service I can provide.

Sincerely,

[NAME]

[TITLE]