Date  
  
  
  
Name  
Address  
City, State, Zip  
  
Dear [NAME],

Thank you so much for recommending my business to [NAME] recently.

It means a great deal to me that you would refer my services to [NAME]. I can assure you that I will strive to provide the same quality service that I have provided to you in the past.

Sincerely,

[NAME]

[TITLE]