

Sample Thank You for Referral Letter

Direct Mail Piece for KSI Representative:

Should be used on approved letterhead only.

Approval: Submit this piece on the letterhead on which it will be sent.

(insert date)

(insert client's name and address)

Dear Mr/Mrs/Ms (insert Client's Last Name):

I would like to thank you once again for your confidence in our practice and for referring (insert referred client's name) to us. We take our client relationships seriously and strive to make a difference by adding value and a commitment to excellence and integrity to our products and services.

I have contacted (insert referred client's name) about scheduling an appointment. I look forward to providing them with the high level of financial expertise you have come to expect.

Thank you again for your continued support as one of our most valued clients.

Sincerely,

(insert your name)