



Referral Letter Template 1

December 22, 2009

Mr. Craig Smith
ABC Professional Corporation
1000 Sales Drive
Lancaster, PA 17602

Dear Craig,

I have given your name to **NAME**, a friend and professional resource of mine. He is the owner of **COMPANY**, a **(SAY SOMETHING GOOD, THAT WILL LIKELY MATTER)**. I have passed his name along based on the value I believe he can bring to you and your organization. Please do not feel obligated either way and if you prefer not to be contacted, just let me know.

He is especially thorough and follows through with what he says he's going to do. Frankly, we feel fortunate to have found him and wanted you to experience the same benefit. **NAME** will be in touch with you shortly after receiving this correspondence.

Warm Regards/Respectfully/Sincerely

CONTACT INFO