**Referral Letter Template**

**(Business Letter Head)**

Dear \_\_\_\_\_\_\_\_\_\_ (Customer First Name)

It was a pleasure to work for you and I’m happy that you were very pleased with the \_\_\_\_\_\_\_\_\_\_ (state service or product your business provided for the client).

I hope you are enjoying (name a specific benefit they received from your work). If you have any issues please let me know.

I really appreciate the referrals you gave me the other week and have included a couple more referral cards for you to give to friends, family and colleagues who may benefit from our (Business Product /Service).

I will contact you about your (reward here) once I sign your referrals up for their project.

Ok (Client First Name), bye for now.

If there is anything else I can help you with please be sure to give me a call on (Your Phone Number).

Thanks again for your business and referring us to others.

Sincerely,

\_\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_ (Company Name)

\_\_\_\_\_\_\_\_\_ (Contact Information)

**Referral Letter Example**

Dear Jill

It was a pleasure to work for you and I’m happy that you were very pleased with the new timber deck we built for you.

I hope you and your family are enjoying the extra outdoor space for your dining, BBQ’s and relaxation. If you have any issues please let me know.

I really appreciate the referrals you gave me the other week and have included a couple more referral cards for you to give to friends, family and colleagues who may benefit from our specialty timber decking services.

I will post your voucher for dinner for two at Altos Restaurant once I sign your referrals up for their project.

Ok Jill, bye for now.

If there is anything else I can help you with please be sure to give me a call on xxx-xxx-xxx.

Thanks again for your business and referring us to others.

Sincerely,

James Brine

ACME Timber Decks

Tel: xxx-xxx-xxxx  
Email: [xxx@acmetimberdecks.com](mailto:xxx@acmetimberdecks.com)  
Address

**Referral Form Template**

**ACME BUILDING SERVICES REFERRAL FORM**

If you have been happy with our quality of work and professionalism would you mind please providing the names of any friends, family or colleagues who may benefit from our services?

Thank You,

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please let me know if you are happy for me to mention your name when I contact them. Yes / No

**ACME PLUMBING SERVICES REFERRAL PROGRAM!**

**Referral Card Template**

Attention: Do you need a reliable and qualified Plumber…?

**Solve Your Plumbing Problems Today, Use A Certified Plumber Who Is Trusted And Recommended By (Clients Name) And…  
 “Get $10 Cash Back When You Display This Card To Us On Our Next Call Out”**

**ACME PLUMBING SERVICES REFERRAL PROGRAM!**

Client Benefit 1 \_\_\_\_\_\_\_\_\_\_ Phone Number: xxx-xxx-xxx  
Client Benefit 2 \_\_\_\_\_\_\_\_\_\_ Address: xxxxxxxxx xxxxx  
Client Benefit 3 \_\_\_\_\_\_\_\_\_\_ Email: xxx@xxxxxxx

**ACME PLUMBING SERVICES REFERRAL PROGRAM!**

**Referred By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thanks For Your Business. See You Soon.