| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |
| --- | --- |

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the Referral

Dear \_\_\_\_\_\_ (Name of the Recipient)

Thank you for referring the XYZ Ltd. Interior Company to me for designing my new office's interior. I was unaware about XYZ Ltd. being one of the best and prestigious companies. With the help of your reference, I could get my office interior done on an urgent basis and in a short span of time. The workforce of the company is great and they are professionals in their work.

I am so happy with the work and design. I want to invite you to the inauguration event of our new office on XXXX (date), XX (day).

Hope to see you soon. Once again, thank you so much for your support and referral. Please let me know if I can do something to help you.

Sincerely,

(Signature)

Sender’s Full Name