

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

**[Current Date]**

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

Yesterday I received a large order from [Business's Name] and was told by the owner, [Business Owner's Name], that you were responsible for my getting the business.

I was mighty pleased to have the new business, [Recipient Name], but even more pleased that you thought highly enough of me to recommend my company to [Business Owner's Name]. That's the highest recommendation I can imagine, and I'm grateful for it. Thank you!

Sincerely,

**[Your Name]**  
**[Title]**