[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

Dear [Insert recipient name]:

Thank you so much for referring me to Jane Doe regarding XYZ company's employee training needs. Thanks to your referral, I will be teaching a series of lunch-and-learn workshops to the supervisors in her organization on a quarterly basis. This is a terrific opportunity, and it would not have been possible without your assistance.

It really means a lot to me that you took the time to share this referral with me. My line of work is definitely relationship-based, so it is always extremely helpful to receive referrals from respected professionals like you. I greatly value your confidence in my abilities and willingness to help me expand my business by referring me to your contacts.

Thank you so much for your support and assistance. I hope to be able to return the favor to you in the very near future. Please let me know how I can be of assistance to you.

Sincerely,

[Signature]

[Your Name, Title]