Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date  
  
Ed Jones  
Title  
Organization  
Address  
City, State, Zip Code  
  
Dear Mr. Jones,

Thank you so very much for referring me for the Junior Accountant [or, insert other job title] position at ABCD. I am grateful for the time you spent reviewing my application and recommending me for the job.

I wanted to share with you the exciting news that I have been selected for an in-person interview with ABCD’s hiring manager next week. When she called me to set up a time for this interview, she specifically mentioned how impressed she was by the referral letter which you wrote on my behalf.

Again, thank you so much for your help. I greatly appreciate the assistance you have provided me; I’ll keep you posted on how the interview goes!

Sincerely,  
  
Your Name