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