

Sender's Address

Sender's Email Address

Date

Receiver's Name

College Name

College Address

Subject: Thank You Letter

Dear ABC,

Hi, I hope this letter finds you and your colleagues in a good health. I am writing this letter to thank you for your invitation to visit your college for the seminar. It is my honor to be a part of such an event and hereby I confirm my attendance for the same.

Thank you so much once again for sending me the invitation to the seminar. I look forward to the seminar and meeting you and your excellent talented team.

Sincerely,

XYZ (Your Name)