

Sender's Address

Sender's Email Address

Name of the Organization

Address of the Organization

Date

Receiver's Name

Receiver's Job Title

Name of the College

College Address

Subject: Thank You Letter

Dear ABC,

Hi, I hope this letter finds you and your staff safe and in good health. I am writing this letter to thank you for giving us an opportunity to conduct a career counseling seminar on your campus. We are thankful to you for your efforts and arrangement for our campus visit.

This exposure to campus before conducting the seminar is a great help for our team. This will help us in planning and organizing all the details for seminars in a better way. As now we are aware of both the indoor and outdoor seating space we can plan seminar content on that basis.

Thank you for all the lunch and the arrangements. We would like to extend our sincere thanks to you. We are eagerly waiting to conduct the seminar on your beautiful campus.

Sincerely,

XYZ (Your Name)

Name of your Organization