



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Attending the Corporate Award Event at _____

Dear _____ (Name of the Recipient)

This is to thank you for attending our _____ (Event Title) Event at the _____ (Venue) on (Date). We are grateful to you for gracing our event with your presence. We hope you had a great time with us.

Our event was a huge success with over 500 attendees. We congratulate you for winning the ____ Award also. Your contribution in the field is valuable and this award is well deserved.

Thank you, once again, for attending the event. We look forward to seeing you at the event next year also.

Sincerely,

(Signature)

Sender's Full Name