

# MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Attending the School Annual Event

Dear \_\_\_\_\_ (Name of the Recipient)

I am writing this letter on behalf of my school management to thank you for taking out time from your busy schedule to attend our school's annual function. Thank you for being a chief guest and for giving a thoughtful speech. All the students were highly motivated after listening to your meaningful words.

We are grateful to you for attending our school's annual event. We hope that you had a good time at the annual function event.

Your support has always helped us to grow and it feels great to have you as chief guest. It is our honour to have you as the chief guest for five consecutive years. We hope to have you again as chief guest next year also.

Once again, thank you for visiting our school.

Sincerely,

(Signature)

Sender's Full Name