



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Presentation

Dear _____ (Name of the Recipient)

With this letter, I would like to thank you for giving your valuable time and input in making this presentation. With all of your efforts and hard work we were able to deliver our presentation on time and in perfect manner.

The audience and judges enjoyed our presentation a lot. And because of your dedication, we won the award for best presentation last night. It feels great to work with an amazing team like you. I am grateful to work with such a great team.

Once again, I would like to thank you for your efforts. Hope to present our business at more such seminars in the near future.

Sincerely,

(Signature)

Sender's Full Name