



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter after Presentation

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

On behalf of my college management, I would like to thank you for speaking and presenting your ideas on 'Sustainable development'. All the students enjoyed the presentation and they seemed very motivated. Your thoughts were very inspiring and insightful for everyone. Your way of presenting your important thoughts with a bit of humour made the event more interesting.

Once again, thank you for sharing your innovative ideas and thoughts with us. I would like to thank you for giving our college an opportunity to host you. We look forward to hosting many such events in our college having you as presenter.

Sincerely,

(Signature)

Sender's Full Name