| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

To: [Recipient’s Email ID]

CC: [Your Email ID]

Subject: Thank You For Hosting Me At Your Company For The Business Conference

Respected [Mr.] [Recipient’s Name],

I thank you for hosting me as a guest speaker for the business conference at your company. Your warm reception and great hospitality are appreciable. I was thoroughly impressed with the way that the conference was conducted and also felt privileged to be a guest speaker at the same time.

Not only did I share my knowledge regarding the subject but I learned a lot from other guest speakers. Attending this conference has surely expanded my knowledge on the subject. I would also want to express my gratitude for introducing me to the top executives from different organizations. Again, thank you for inviting me to the conference and also for the great hospitality. Without any hesitation, I can say that this visit to your company for me was fruitful and remarkable.

Yours sincerely,

[Your Name]

[Contact Number]