

Name

Address

DATE

Guest Speaker's Name

Address

Dear Sir/Madam,

*I thank you from the bottom of my heart for taking time from your busy schedule to be the guest speaker at our seminar. Your presence and wise words helped magnify our cause in the best possible way. Our seminar was a huge success. All thanks to your enlightening words that inspired so many people out there.*

*I also thank you on behalf of our other guests who were thrilled to have you as company and exchange a few words with you. I cannot thank you enough for gracing our seminar, invigorating all our spirits and making everyone feel at home.*

*I look forward to our next interaction soon. Wishing you all the best for your future endeavors.*

Yours Sincerely,

Name

Title