

Your Name

Address

DATE

Recipient's Name

Address

Dear \_\_\_\_\_,

*Thank you so much for taking time from your busy schedule at the university to be the guest speaker at our event. You might not have noticed, but every single person at the event was left mesmerized by your talk.*

*Your speech was not only informative, but also kept everyone entertained throughout the session. It is the quality of a great speaker to amuse the audience while pointing out important matters. The same is with you!*

*I also want to thank you on part of our entire team for gracing our event. Without your support and active guidance, it would not have been possible for us to turn our dream event into a reality.*

*Even the fellow guests present at the event were so mesmerized by your deep and powerful insights on the subject. I hope, you too had a positive experience being a part of our event. I am looking forward to our collaboration in the future as well.*

*Looking forward to meeting you in person soon and learn from your expertise once again. Once again, I would like to thank you for being a part of our event and gracing our annual celebrations with your kind presence.*

*Wishing you great health and luck for future endeavors.*

*Yours Sincerely*

Name Title