

Name

Address

DATE

Guest Speaker's Name

Address

Dear _____,

I would like to take this opportunity to thank you for the stirring speech you gave us at the graduation ceremony yesterday. Everyone present at the occasion was not only in awe of your knowledge, but also greatly impressed by your presenting style.

It was a great pleasure to listen to your wise words and learn so much from it. I take this opportunity to thank you on behalf of our entire administration and students who were captivated by your talk.

I am extremely grateful to you to touch on the subject of _____ in your speech and create so much awareness regarding the same. It would be our immense pleasure to invite you once more to spread awareness around the subject in the near future. Thank you once again!

Sincerely,

Name

Title