

Name

Address

DATE

Guest Speaker's Name

Address

Dear/Respected \_\_\_\_\_,

*I hope this letter of mine finds you in great health! I would like to take this opportunity to thank you for giving up on your valuable time to talk at our program this week. It was a great pleasure to hear you talk about \_\_\_\_\_. It was quite apparent how every single person at the event was engrossed by your talk.*

*Without you, it would not have been possible for us to pull out a successful event. It is only because of your generosity to spare your time for us, that we were able to make our program such a success. There is so much more to learn from your knowledge and experience.*

*Wish you great health and success with all your future endeavors.*

*Thanking you!*

*Yours Sincerely,*

Name

Title (if any)