

*DATE*

*Name*

*Company/Organization*

*Address*

*Dear \_\_\_\_\_ (Recipient's name),*

*On behalf of our entire team at \_\_\_\_\_, we would like to express our gratitude to you for the talk on \_\_\_\_\_. Your talk was not only extremely informative, but also kept everyone entertained in their seats. The size of participation during your talk is testimony to how thrilled everyone was to listen you speak.*

*We sincerely appreciate you for taking out time from your busy schedule to provide us with such valuable information. The seminar earned a huge positive response. All thank to your support.*

*I wish you great luck with all your future projects and look forward to meeting you soon.*

*Warmest regards,*

*Name*

*Title*