*To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*From: \_\_\_\_\_\_\_\_\_\_\_\_\_*

*DATE: Month, day 2021*

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

*I am writing this letter to thank you for serving as a speaker at our conference last night. Your readiness to share your experience and expertise on the topic of \_\_\_\_\_\_\_\_\_\_\_\_ played a vital role in making our event a success. You are an expert in your field and to have you as a guest speaker was the best we could do to inspire our new trainees. Your bright ideas and comforting guidance had a great positive impact on the attendees.*

*I take this opportunity to thank you on behalf of the entire team at \_\_\_\_\_\_\_\_\_\_\_\_. Your talk has worked as a starting point to resolve important issues in the area and inspired many to take individual initiative.*

*Once again, I thank you on behalf of everyone present at the conference for your kind gesture towards our institution.*

*Sincerely,*

*Name*

*Title*