

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