*DATE*

*Name*

*Address*

*Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*

*I am writing this to thank you on behalf of our entire team at \_\_\_\_\_\_\_\_\_\_\_\_\_ for your participation in the \_\_\_\_\_\_\_\_\_\_\_\_ (event name) on \_\_\_\_\_\_\_\_\_\_\_date. As a guest speaker, you played a critical role in turning the event into a big success. Your kind presence not only attracted a great strength of participants, but also kept everyone amused with your deep insights on the subject of your talk.*

*It was a great experience having you at our event. I again look forward to working with you in the future. Thank you so much for everything!*

*Warmest regards,*

*Name*

*Title*