

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