

*Date*

*Name*

*Address*

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

*Thank you Mr./Ms. \_\_\_\_\_ for such an enlightening and entertaining speech on \_\_\_\_\_ last night. We appreciate your kind presence at our event. Our team is in awe of your presentation skills. Your talk was extremely useful for students who are looking forward to building a career in \_\_\_\_\_.*

*You may not know this Mr./Ms. \_\_\_\_\_, but the audience was totally mesmerized by your insightful thoughts during the speech. We really appreciate the time and effort you put to grace our event and make it such a big success. We owe you special thanks for touching on the subject of \_\_\_\_\_ and guiding our students with your thoughts on it.*

*Have a great day!*

*Sincerely,*

*Name*

*Title*