

Dear _____,

Thank you so much for taking out time of your busy day to visit our university to share your experience with students. Everyone present at the event learnt a great deal through your talk. Your talk not only gave valuable insight into _____, but also inspired many to actually do their bit for the same.

I hope, being a part of our annual conference was a positive experience for you as well. Right from the enlightening information you shared, to your amusing manner of delivering the speech – everything was perfect! I cannot thank you enough for being amidst us yesterday and sharing your expertise with the students. The students have learnt life altering lessons from your talk.

Once again, I thank you for enriching our event with your presence.

Yours sincerely,

Name

Title