

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Judging the _____ Competition

Dear _____ (Name of the Recipient)

Through this letter, we aim to thank you for accepting the proposal of judging the ____ Competition (Write the name of the competition). Thanks for agreeing to come and be a part of our event. We would also like to inform you that we have made all arrangements for your stay at the ____ Hotel (write the name of the accommodation) near our college.

Please confirm the timings of your arrival so that we can also arrange the pickup service for you. You can also let us know if you have any specific requirements and we will make all the arrangements accordingly.

Once again, we thank you for accepting our proposal. Looking forward to meeting you on Monday.

Sincerely,

(Signature)

Sender's Full Name