
Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

We hope this letter will find you in great health. I would take this opportunity to appreciate you for spending your valuable time and speaking at our program held in (church name) on (date). It was a delightful experience to hear you speak on the subject of ----- . The entire audience was engrossed by your stimulating speech.

It would not have been possible for all of us to make our event successful without your august presence. Thanks to your generosity that we all could pull out the event without any hiccups. We learned such a lot from your extensive experience and knowledge.

Wish you great success and health in all our future endeavors.

Thanking you!

Yours Sincerely,

(Sender's Name)