
Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I would like to thank you on behalf of the entire team at ----- . It was really great for you to participate in the (event name) on (date). You played a significant part as our guest speaker on that day and made the event a grand success. Your gracious presence attracted several participants and also kept all in good spirits with your thorough knowledge of the subject you covered on the day.

It was indeed an enlightening experience to have you at the event. We are looking forward to interacting with you in the coming days. Finally, thank you for everything.

Warmest regards,

(Sender's Name)