

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Being the Panelist

Dear _____ (Name of the Recipient)

I wanted to thank you for being the panelist at the _____ Seminar at the _____ University. Being an expert in the field, you have shared some helpful insights with the audience. We are grateful for your willingness to participate in the event and share your views about such a crucial topic. Thank you for your time and efforts that helped make the event a success.

The seminar was a starting point for us as we are looking at conducting more such seminars in the future. We would love to have you preside over the panel in our future events as well. We will be uploading the videos and photos from the event on our social media pages as well as our website. Please check out our social media pages at _____ and follow the link _____ to visit our website. Thank you, once again, for coming to our event. Looking forward to meeting with you at the upcoming events.

Sincerely,

(Signature)

Sender's Full Name

