

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 am writing this letter to thank you for being a panelist at the \_\_\_\_\_ Seminar at our Community event. It was a great experience to hear one of the best professionals speak on such a crucial topic of concern. The community members had a great time and were quite intrigued by the information shared by you. I am grateful to you for attending the seminar and making it a success. Thank you for the time and effort you took to share your thoughts with the community members.

Your comments were helpful and would allow us to think about the issues further. Thank you again for a great seminar. All the members look forward to hearing you again.

Sincerely,

(Signature)

Sender's Full Name

