

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)

Through his letter, we would like to extend our sincere thanks to you for attending our college event on the topic _____ and presiding over as a panelist. The students appreciated the comments made by you and the panel. The seminar proved to be very informative and intriguing for the young students. We are glad that you accepted our invitation to be a panelist at the seminar. The real life examples presented by you and your past experiences were also very interesting to know about.

The audience has given positive feedback about the seminar and I am hoping that the students took some positive insights with them. The footfall at the event was also great and the credit for it goes to you as most students came to hear you speak. We hope you had a great time at the college and enjoyed the experience of presiding over our event. We are hoping to have you over as a panelist for our next event too. We will get back to you with all the details of the same. Thank you, once again.

Sincerely,

(Signature)

Sender's Full Name

