

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Speaking at Our Event Letter

Dear \_\_\_\_\_ (Name of the Recipient)

We are really grateful to you for giving a speech at our annual function. We are thankful to you for sharing such thoughtful and kind words with our students. Your speech last evening at the school annual function has motivated students and they were inspired after hearing your journey.

Thank you again for taking out time from your hectic schedule and speaking at our annual function event. Thank you for giving us a memorable and inspiring evening. We hope to have you over again.

Sincerely,

(Signature)

Sender's Full Name

