

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)

On behalf of all my society members, I want to thank you for being the main speaker at the Environmental Day celebration at our society. We are fortunate to listen to your expert thoughts on sustainable development. We have set up a small stall to collect old clothes and items which are no longer useful for society members and will donate them to the needy. You have encouraged everyone in society to stop using plastic bags.

Thank you very much for encouraging us and motivating us to take steps towards saving our environment. We hope our small steps will create some difference. We are really grateful that you took out time from your busy schedule for our event.

Sincerely,

(Signature)

Sender's Full Name



