

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 want to thank you for inspiring the first-year students of our college with your inspirational speech. We are happy and proud to have you as our alumni and guest speaker. Our students are amazed and motivated by hearing about your journey from a small one room office to building the country's biggest online fashion chain.

We want to thank you for sharing knowledgeable thoughts with us. We wish you a lot of success and good luck. Thank you once again for sharing your brilliant ideas and thoughts with our students.

Sincerely,

(Signature)

Sender's Full Name



