

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 our company staff and management, I want to thank you for giving a guest appearance at our company's annual event. Everyone was happy to hear you in person. I want to thank you for giving such an inspiring and informative speech on life goals. Everyone was quite impressed by your presenting style. Thank you for taking out time for this event.

I hope you had a great time at our event. We would be glad to listen to your thoughts again. I hope to have you at our event again. Thank you for your encouraging words.

Sincerely,

(Signature)

Sender's Full Name



