

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 giving your valuable time and speaking in the online webinar organized by our NGO. We really appreciate and thank you for your motivational speech.

We are grateful for your efforts and time. Your words are truly encouraging and motivating for youngsters. Most of the students were unaware about most of the facts which you told in the webinar event so it was quite insightful for them.

Everyone left a positive feedback and we hope that you have also enjoyed the webinar. Thank you for supporting us in this awareness event. We wish to have you again as guest speaker for another event.

Sincerely,

(Signature)

Sender's Full Name



