| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |
| --- | --- |

Your Name

Address

Date

Sub- Gratitude for your enthusiastic participation in the [Name of the event]

Dear Mr. Jones,

We are so glad that you participated in [Name of the event]. Thank you so much for attending the event and for your valuable contribution to our cause.

We hope you enjoyed the experience, and the event was beneficial for you.

We have a recording of the session for your future reference. Kindly click on the link below.

The website is mentioned in the event’s handouts.

You can also visit our website to view the photos of the website.

[link of the website]

If you have any feedback with regard to the event kindly share with us. It will help us to create a better conference in the future.

Looking forward to meeting you at the next occasion!

Thank you

Best Regards,

[Your name & Designation]