

Thank You Letter to Someone Sparing Time for Speech

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I hope this letter finds you in good health. I am writing this letter as a thank you note for the time you took out for us to join us on the annual awards distribution ceremony 2016 at St. Paul High School. It was a pleasure to have you with us on that evening. You enlightened our student body by sharing your past experiences with us. Your speech was very interesting and informative at the same time. Our new students are now even more proud to be a part of such institution whose basis was laid by a personality like you. We hope that you enjoyed spending the evening with our new generation.

We appreciate your interest in the well-being of the Youth. Once again we really thank you for your time and we hope to see you at the same event next year.

Thank you very much.

Yours Sincerely,

[Your Name]