

SAMPLE THANK YOU LETTER/EMAIL TO SPEAKER

DATE

Mr. Panel Speaker
Attorney at Law
123 W. Main St.
Portland, OR 97212

RE: Panel Presentation - Title of program
Date of presentation
12:00 - 1:00 pm, Classroom#

Dear Mr. Speaker:

Thank you for speaking to students about (topic). The students who attended really enjoyed your presentation (mention anything here in particular that was good about the presentation).

We appreciate you making time in your busy schedule to speak to (student organization) members. Thank you again for your time.

Sincerely,

Your name
Your title/student group
Your phone number and email

