

APPRECIATION LETTER TO CONFERENCE SPEAKER

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Introduction

The objective of writing this letter is to extend your appreciation to your speaker who has delivered a meaningful speech at the conference. There are times in our professional lives, when we need to seek advice from the experts. For this purpose, various organizations arrange a conference in which an expert can deliver his views which can prove helpful as well as beneficial to the people who are listening and they can then easily take decisions on professional front.

Appreciation Letter to Conference Speaker Tips

Few tips are considered to be beneficial in writing an effective letter of appreciation to conference speaker:

- Firstly it is vital to extend your appreciation in a sincere and professional way as you are writing this letter to a person of high dignity.
- Tone of the letter should be formal and polite.
- You must clearly mention in your letter as how you got benefitted after listening to him.
- Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Appreciation Letter to Conference Speaker

To,

Mr. Abraham John

VP (Marketing)

R & S Associates

Columbia

Date (Date on which letter is written)

From,

Albert Joseph

Pinnacle Advertising

Columbia

Sub: Letter of appreciation

Dear Mr. John,

I would like to extend my sincerest gratitude towards you for your motivational speech during the conference held in collectorate. Your views on developing an efficient marketing strategy and its execution have really broadened our horizons. Please accept our appreciation for such a commendable job. We will definitely take your words into practice. You have covered all important elements of marketing strategy and your description on how to execute it is remarkable.

I once again would like to thank you for such a wonderful speech and hope to get a chance to hear such speeches from you in future also.

Yours sincerely'

Albert Joseph

Appreciation Letter to Conference Speaker Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____ (Name of the person),

It was a pleasure for us and for our ears to hear such a wonderful speech on _____ (Topic) during the conference at _____ (Location). The points which you covered were so interesting that it has opened our eyes as well as minds. We will definitely incorporate the same in our daily lives.

I truly appreciate the way you covered each and every topic in detail and also cleared our doubts on the same. I, once again, would like to express my sincerest gratitude towards you for such a commendable job and hope to get a chance to hear such motivational speeches from you in future also.

Yours Sincerely'

(_____)

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