

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Speaking Engagement

Dear :

I wanted to offer my sincerest thanks to you for being our guest speaker at our college's annual commencement services. In talking with many of the graduates afterwards, I was told that they were inspired by your charisma and motivated to pursue their dreams and goals.

Once again, on behalf of the entire faculty, staff, and student body of Name of College/University, thank you for taking the time to share your wisdom and experience.

Sincerely,

N A M E