

Letter of Acknowledgment

Date: [Insert Date]

Dear [Guest Author's Name],

We are pleased to acknowledge your attendance at [Event Name] held on [Event Date]. Your participation greatly enriched our program and contributed to the overall success of the event.

Thank you for sharing your insights and expertise with our audience. We appreciate the time and effort you dedicated to this occasion.

We hope to have the pleasure of collaborating with you again in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]