

# Letter of Acknowledgment

Date: [Insert Date]

Dr. [Guest Lecturer's Name]

[Guest Lecturer's Address]

Dear Dr. [Last Name],

On behalf of [Your Institution/Organization], I would like to extend our heartfelt gratitude for the time and effort you dedicated to being our guest lecturer on [Date of Lecture]. Your presentation on [Topic of Lecture] was both insightful and inspiring for our attendees.

Your expertise and engaging teaching style greatly enhanced the learning experience, and we appreciate your willingness to share your knowledge with us.

Thank you once again for your contribution. We hope to have the opportunity to collaborate with you in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Contact Information]