

Letter of Appreciation

Date: [Insert Date]

To: [Moderator's Name]

From: [Your Name]

Subject: Appreciation for Your Role as Session Moderator

Dear [Moderator's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for your exceptional efforts as a session moderator during [Event/Conference Name]. Your leadership and expertise greatly contributed to the success of the sessions.

Your ability to facilitate discussions, manage time effectively, and engage participants was truly commendable. It created an inclusive atmosphere that encouraged collaboration and learning. The insights and knowledge you shared were invaluable.

Thank you once again for your hard work and dedication. Your role as a moderator was pivotal, and it did not go unnoticed. I look forward to collaborating with you in future events.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]