Date:

Name of the speaker:  
Address of the speaker

**Subject: Appreciation of seminar speech at [X]**

Respected Sir,

This letter is being written to appreciate you for your participation as a guest speaker in the seminar on cancer awareness conducted on the 15th of June, 20XX. The CEO of our hospital has directed me to say special thanks to you for your active participation and appreciation for the efforts you have put in to create awareness among people about cancer. We believe that your support in the seminar as a speaker has backed it to a great extent and this action of yours is laudable.

The way you have spoken about cancer, its symptoms, and other factors was really impressive. It was a sensitive topic and giving a speech on it was a big challenge. However, you pulled it off. The speech you made had a strong impact on people. It seems that you have penned it tremendously and its delivery of each and every word was remarkable.

Please accept the acknowledgment from ABC hospital. We are looking forward to more conferences and seminars to invite you. Also, we are grateful to you for making time for us as a guest speaker.

Regards,

Yours sincerely

Sender’s name

Designation of the sender in the hospital

Signatures