[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

Dear [Insert recipient name]:

Thank you so much for taking the time to speak at the Anywhere USA Chapter of the Society of Professional Widget Makers last month. Your presentation was outstanding. You provided excellent information in a way that was both entertaining and informative. Your program was very well received by our members.

I hope the exposure to our group proves to be beneficial to you, just as your program benefited our members. We have shared photos from your program on the chapter's social media profiles, which you can view at Facebook.com/LocalWidgetMakers, Twitter.com/LocalWidgets and LinkedIn.com/Company/LocalWidgetMakers. We will also publish a brief recap of your program and a link to your website in next month's newsletter.

Thank you again for your willingness to share your knowledge and expertise with our group. Please let me know if we can be of assistance to you in the future.

Sincerely,

[Signature]