

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Current Date]

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for speaking at the monthly meeting of [Organization Name] on [Date].  
Your presentation on [topic] was very well received by our members. The information in your speech and the additional reference material you provided were both fascinating and timely. Our only regret is that we didn't have more time to discuss [topic] with you.

We hope that you enjoyed meeting the members of [Organization Name] and that you will consider returning in the future to continue the discussion.

Thank you again for taking the time to speak at our meeting.

Sincerely,

[Your Name]  
[Title]