**Appreciation Letter**

Dear (Name of the candidate),

This is in regard to your active involvement in (reason). I on behalf of the Chairman and Board Members would like to express my heartfelt thanks to you for the same. We thank you for supporting us with the undertaking.

We express our gratitude once again for your enthusiastic participation in the conference held. It would definitely not have been a success without your presence.

Best Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Your name and Your Digital Signature)