I am writing this letter on behalf of the board and management of X.Y.Z organization, the reason behind writing this letter is to convey our gratitude and appreciation to you for your support and solidarity at our annual summit.

Apart from the fact you graced all the events with your presence, we also acknowledge the financial donation you made to the cause. You delivered highly motivational and educative lectures to the audience.

We are very thankful to you for all these things you did for us. We hope that our relationship will continue in the future.

Yours Faithfully,

Name of the Person
Designation
Organization Name