**Appreciation Letter**

Dear (Name of the candidate),

I would like to take this opportunity to express my heartfelt thanks to you for your very active involvement \_\_\_\_\_\_\_\_\_(Reason) . The Chairman and Board Members have also asked me to pass on their sincere appreciation for your efforts in supporting us with the undertaking.

Again, thanks so much for your enthusiastic participation in our conference. I have no doubt that it would not have been the success that it was without your presence.

Best Regards,

\_\_\_\_\_\_\_(Your name and Your Digital Signature)