[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Thank You for an Excellent Presentation  
  
Dear William,

I am drafting this letter to thank you for the excellent presentation you presented last night at the General Alumni Conference 20XX. On behalf of my company, I am obliged to thank you for giving such a high-quality presentation.

Your presentation was very well-structured and well-ordered. All the points were very simply written and clear. I am amazed to look at your play of words and how you convey great ideas in such a simple manner. It was highly understandable. One of the most important features of the presentation was its brevity. I am impressed by your communication skills and your understanding of public speaking. I am writing to appreciate the time you took to prepare, compose, and then present this presentation on such a great platform.

Moreover, I was informed that you are a fresh graduate and not very much experienced. It added to my astonishment and amazement with the mature manner of your communication. Your presentation has left all of us under the spell of your ideas. Our company always wanted a project like that which was complemented by your presentation.

The board of directors wants to engage in a meeting as soon as possible to discuss some points of the presentation so that the project can be operated soon without any hindrances. Kindly inform us about your earliest availability by writing to us at [email]. I thank you again for your effective participation in an outstanding presentation.

Regards

Alex Jordan Kelley Industries, California, USA