

Sample Business Thank You Email Message

Subject line: Annual Conference

Dear Anne,

Thank you very much for all your assistance in putting together our annual conference. Your expertise in handling the logistics, the meeting arrangements, the multimedia presentations, coordinating travel, and in organizing the event were greatly appreciated.

I really appreciate your help and I am sure we will be contacting you for your assistance with next year's conference.

In the meantime, if I can provide you with a recommendation or if there is anything else I can do to assist, please don't hesitate to ask.

Best Regards,

Karen Nunez