

## APPENDIX C – SAMPLE THANK YOU EMAIL TO SPEAKER

(TO BE SENT WITHIN TWO BUSINESS DAYS OF PROGRAM)

Dear Mr./Ms./Professor/Judge [LAST NAME],

On behalf of [the name of the organization], I wanted to thank you again for coming to the Law School for the [date of program] [title of program]. We greatly appreciate the time you took out of your busy schedule to speak with the Law School community on the topic of [name of topic], and we hope to have you back at the Law School again soon.

Thank you again for your support of the University of Memphis School of Law, and please do not hesitate to contact [the name of the organization] should you have any questions or suggestions about the program.

Sincerely,

Name

Title (President/Secretary, Name of Organization)