

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I wanted to drop you a thank you note for the chance you offered me to participate in the professional development workshop in New York last week. Thank you for funding my travel and stay for this trip.

The workshops were both inspirational and informative, and I am looking forward to sharing the things I learned with the other participants. I am confident that the concepts we are introduced to will certainly enhance our productivity and efficiency on the upcoming projects.

Thank you for showing your trust in me.

Best regards,

----- (Sender Name)