Write a letter to one of the symposium speakers

Date:

Dear *(use their title or formal name),*

1. Explain the time you are writing about. (Thank you for.../ I enjoyed your… at…. on...)
2. State a detail you remember from their presentation, and your reaction
3. (State another detail and your reaction, or explain further)
4. Conclude with a big idea about the event or how it leads to something in your future.

Sincerely,

signed name

Printed name.