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| Casual letter example |

Hi Samantha,  
   
I just wanted to thank you for escorting our guest speakers during the event last weekend. I saw you getting people beverages and their presentation materials.  
   
Your thoughtfulness and attention to detail clearly showed!  
   
Your help allowed me to focus on setting up the AV equipment and running sound checks. A number of speakers personally let me know how helpful you were. The event went so well. We couldn’t have done it without you!  
   
Thanks again!  
Marcus