

Request for Feedback

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for your participation in our recent workshop on market expansion strategy, held on [Date]. Your insights and contributions were invaluable to our discussions.

In our continuous effort to improve our workshops and ensure they meet the needs of our participants, I kindly request your feedback regarding the session. Specifically, we would appreciate your thoughts on the following aspects:

- Content relevance and clarity
- Speaker effectiveness
- Workshop organization
- Suggestions for improvement

Please feel free to share any additional comments or suggestions you may have. Your feedback will be instrumental in helping us enhance future workshops.

Thank you in advance for your time and input. We look forward to hearing from you by [Feedback Deadline].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]