

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in evaluating the effectiveness of our recent corporate training program entitled "[Training Program Name]." This training took place on [Training Date(s)] and aimed to enhance [specific skills or knowledge areas].

To ensure that we are meeting our training objectives and to improve future training sessions, we would greatly appreciate your feedback. Specifically, we are looking for insights regarding:

- The relevance of the training content to the participants' roles.
- The effectiveness of the training delivery methods.
- The overall satisfaction of the participants.
- Any suggestions for improvement.

Please find attached a brief evaluation form for your convenience. We kindly ask you to complete this by [Deadline]. Your feedback is invaluable to us and will be instrumental in shaping our future training initiatives.

Thank you for your attention to this important matter. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]