

**Dear [Participant's Name],**

We hope this message finds you well. Thank you for participating in the Capacity Building Workshop held on [Date]. Your engagement and insights were invaluable.

We continually strive to improve our workshops and your feedback is essential to this process. We would appreciate it if you could take a few minutes to complete the feedback survey linked below:

[Feedback Survey](#)

Please feel free to share any specific suggestions or highlights about your experience. Your input will help us enhance future workshops.

Thank you for your time and support!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]